| U.S. Department of Transportation — United States Coast Guard | COMMANDING OFFICER
USCG HUMAN RESOURCES
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HRSICNOTE 5231
23 Mar 99

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 5231

Subj: CH-1 TO HRSICINST M5231.2, SOURCE DATA AUTOMATION II USER MANUAL

1. **PURPOSE.** This notice publishes changes to HRSICINST M5231.2, Source Data Automation II User Manual.

2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this notice.

3. **SUMMARY.** The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

Section 2-A. Reformatted various transactions and added Field/Action tables describing menu options. Changed the term "Amdahl" to "PMIS/JUMPS Online Inquiry" throughout the manual. Referenced HRSIC (mas) as the business line for bonus inquiries.

Establish Officer as Aviator (P105) Page 2-A-9. The Coast Guard Academy assumed responsibility for submitting the P105 for Direct Commission Officers for most circumstances. Removed requirement to notify HRSIC prior to submitting a P105. Incorporated law changes regarding ACIP. Continuous ACIP is now based upon aviation service as an officer vice officer service.

Retained Beyond Normal Expiration of Enlistment (P176) Page 2-A-25. Prescribed the effective time to be used when this transaction is submitted in conjunction with a Released from Active Duty (RELAD) transaction.

Immediate Recall from Retirement With No Break in Service (P193) Page 2-A-31. Clarified procedures not to submit a Retirement Orders Transaction when a P193 is submitted. Added a sample Waiver of Pension/Disability Compensation or Retired Pay Form.

DISTRIBUTION - SDL No. 135

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A																										
B					11			25				10	3	13			13	19					4			
C														8												
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NON-STANDARD DISTRIBUTION: See page 7

<u>Change Aviator Qualification (304) Page 2-A-54</u>. Added procedures to input Wing Type qualifications. Corrected element codes created by certain fields.

<u>Change Education Level (324) Page 2-A-59</u>. Added required documentation and credits needed to obtain a higher level of education code.

<u>Height/Weight Measurement (333) Page 2-A-69</u>. Added the effect this transaction has on selective reenlistment and enlistment bonuses segments. Changed menu to reflect procedures to input members who are not on weight probation but who are over the maximum body weight.

<u>Member became U.S. Citizen (P357) Page 2-A-75</u>. This transaction has been added and can be input by PERSRU's.

<u>Begin Unauthorized Absence (P400) Page 2-A-77</u>. Shows the effect this transaction has on PMIS/JUMPS. Segment (30) has been established to record an Enlistment Bonus.

<u>Active Duty Enlistment/Reenlistment Bonus (H600) Page 2-A-83</u>. Added Coast Guard Enlisted Bonus (EB) Program, COMDTINST 7220.40 as a reference and indicated that Segment 30 is used for Enlistment Bonuses.

<u>Suspend, Remove Suspension or Stop SRB/EB (P602) Page 2-A-86</u>. Incorporated information regarding Enlistment Bonuses and added an Enlistment Bonus (EB) Transaction Table.

<u>Advance Pay Paid Through PMIS/JUMPS (H605) Online Page 2-A-98</u>. Indicated that this transaction can be future dated. SDAII will not transmit the H605 until the effective date has been reached.

<u>Offline Payments (H605)</u>. Removed offline payment transactions from Section 2-A. These transactions are for HRSIC use only.

<u>Start/Resume Pay and Allowances (Hardship Duty Pay-Location) (P607) Page 2-A-128</u>. Incorporated contents of ALDIST 321/98. Foreign Duty Pay has been redesignated as Hardship Duty Pay – Location (HDP). This change has also been made to applicable transactions throughout the manual.

<u>Start/Resume Pay and Allowances (Subsistence Pay) (P607) Page 2-A-143</u>. Added note not to use this transaction for members receiving Partial BAS who are sent TAD to an essential messing unit.

<u>Start/Resume Pay and Allowances (Cost of Living Allowance) (P607) Page 2-A-147</u>. Added procedures for members receiving two COLA entitlements. For these members a P625 must be used to stop a COLA entitlement prior to using a P607 to start a new COLA entitlements.

<u>Start/Resume Pay and Allowances (Career Sea Pay and Sea Pay Premium)(P607) Page 2-A-151</u>. Added a list of units authorized Career Sea Pay/Time.

<u>Start, Stop or Change OHA (P609) Page 2-A-178</u>. Added procedures for using the PDTATAC web site vice the JFTR to acquire information needed to complete this transaction. Added a note stating HRSIC will submit transactions when changes are made to the web site.

Stop Pay and Allowances (P625) Page 2-A-186. Removed "Hostile Fire Pay due to Hospitalization" from screen 1 of 2. Members now receive the full amount of Hostile Fire/Imminent Danger Pay regardless of the number of days during the month the member satisfied eligibility requirements specified in 37 USC 310(a).

Elect/Decline SGLI (P809) Page 2-A-200. Added policy for SGLI premium arrearage involving reservists.

Dependent Dental Coverage (P810) Page 2-A-203. Corrected note concerning dental coverage upon death of the member. Coverage will continue (at no cost) for 12 months following the month of death.

Leave Authorization (L63B) Page 2-A-210. Added guidance for using a correction or a deletion to this transaction.

Officer Uniform Allowance (L66B) Page 2-A-223. Added note not to use the 31st day of the month as the effective date for this transaction.

Family Separation Housing/Family Separation Allowance (L6BB) Page 2-A-224. Added note to send an email to HRSIC (mas) to start FSH on unaccompanied members assigned to Alaska or Hawaii vice submitting a P607. Also noted Segment 35 vice Segment 21 is opened for these members.

State Tax Information (L6EB) Page 2-A-233. Added procedures for nonresident aliens.

Federal Tax Information (L6EB) Page 2-A-234. Added special reporting requirements for members claiming more than 10 withholdings or for members claiming an exemption from federal tax withholding.

Statement of Intent for Extension, Reextension, Reenlistment, Retention, Recall (L6FB) Page 2-A-243. Added additional notes concerning when to submit and not submit this transaction.

Statement of Intent for Extension, Re-extension, Reenlistment, Retention, Recall (L6FB) Page 2-A-244. Added note not to use this transaction for members who are within 10 days of their expiration of enlistment when canceling an extension/reextension and reenlisting for a greater period of time. Also added bullet for PERSRU's to submit this transaction when an officer's EXP-AD-TERM-DT has been adjusted by CGPC (opm).

Payment Option Election (L6GB) Page 2-A-248. Effective 1 May 1998, salary payments must be made through EFT. Options 1 and 3 may only be input by HRSIC (mas). Added note that the effective date of the POE must be on or after the date of accession and either the 1st or the 16th of the month. The only exception is noted for TRACEN Cape May.

Depart/Report ADT (R990) Page 2-B-36. Listed the PMIS/JUMPS codes for each field in the Field/Action Table. Added note requiring the Program Code "AP" be used for ADSW-RC. Added a note stating, "When the Appropriation Code is 2 digits, a leading zero must be inserted".

PCS Departing Event for Active Duty Members (L68B) Page 3-A-10. Added proper entries in screen 3 of 5 for the remarks block of PCS orders. Updated screen 5 of 5; The Continue COLA and OHA fields have been changed to show the departing transaction should only be used when all dependents are delayed overseas.

PCS Reporting Event for Active Duty Members (L68B) Page 4-A-9. Clarified the time to be used when a member reports PCS prior to 0900 and leaves only was involved for the delay. Updated PCS Orders Screen 5 of 5. The Continue COLA and OHA fields have been changed to show the reporting transaction should only be used when member is administratively transferred within the same geographical location.

PCS Reporting Event for Regular Reserve Members Coming on Extended Active Duty Greater than 139 Days (L68B) Page 4-C-10. Updated PCS Reporting Orders Screen 2 of 2. The Continue COLA and OHA fields have been changed to show the reporting transaction should only be used when the member is administratively transferred within the same geographical location.

Temporary Additional Duty (TAD) (P620) Page 6-A-3. Incorporated the contents of ALDIST 178/98 concerning Protected BAS/SEPRATS. The P620 transaction is no longer necessary for members receiving regular BAS or SEPRATS at their permanent duty station because they will continue to receive regular BAS or SEPRATS while TAD.

Entry into the Coast Guard Page 7-1. Designated the accession point for members receiving a Reserve Direct Commission.

Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days upon Enlistment Page 7-B-2. Indicated this transaction is not to be used for reserve members who are already in PMIS/JUMPS. The PERSRU submitting a discharge transaction to enter a new component is now responsible for submitting the enlistment transaction.

Enlistment into the Coast Guard for Regular Reserves Page 7-C-2. Added procedures to prevent deletion of members from SDAII upon discharge. These procedures are necessary when a member immediately enlists and remains attached to the same PERSRU. The PERSRU submitting a discharge transaction to enter a new component is now responsible for submitting the enlistment transaction.

Release from Active Duty (RELAD) Orders Page 8-B-5. Prescribed the effective time to be used when this transaction is submitted in conjunction with a P176. Changed field name on screen 3 of 6 to read "Date of CGPC Authorization letter." Added proper entries in screen 5 of 6 for the remarks block of RELAD orders.

Discharge Enlisted Personnel Transaction Page 8-C-14. Added proper entries in screen 7 of 8 for the remarks block of Discharge orders.

Appointment as an Officer Terminated Transaction Page 8-D-12. Added proper entries in screen 7 of 8 for the remarks block of Discharge orders.

Active Duty Orders Page 16-A-1. Indicated the FICA field is set at 7.65% and is not updateable. Corrected accounting line examples. Required the DAFIS to LUFS interface to be run weekly and emailed to the ISC funds manager. Added the distribution of reserve orders.

SRB Page 7 Report Page 17-A-67. When a month selected is prior to the current month, the system will automatically apply the following year.

Personnel Data Information File (PDIF) Page 35. Updated reserve member type codes and ratings for various CWO specialties.

Processes Page 18-C-1. Added procedures for requesting either individual or complete downloads of the database from HRSIC. Add several pointers for system administration throughout this section.

Individual Allotments Page 20-B-1. Individual allotments type D1, H1, I1, L1, O1, S1 and T1 are no longer allowed. Type T allotments are done at HRSIC only. All allotments must be sent by either EFT or blanket payment.

Education Allotments Page 20-E-4. Added 2 new fields to the MGIB allotment screen for kicker eligibility and rating. These fields can only be used by TRACEN Cape May.

Added Chapter 21 – Verification of Leave and Earnings Statements.

4.   **PROCEDURE.** Remove and insert the following pages:

Remove Pages	Insert Pages
Table of Contents iii -iv	Table of Contents iii - iv
1-B-17 – 1-B-18	1-B-17 – 1-B-18
1-E-3 – 1-E-4	1-E-3 – 1-E-4
2-A-1 – 2-A-273	2-A-1 – 2-A-283
2-B-1 – 2-B-12	2-B-1 – 2-B-12
2-B-27 – 2-B-28	2-B-27 – 2-B-28
2-B-31 – 2-B-32	2-B-31 – 2-B-32
2-B-35 – 2-B-41	2-B-35 – 2-B-42
3-A-9 – 3-A-14	3-A-9 – 3-A-14
4-A-3 – 4-A-6	4-A-3 – 4-A-6
4-A-9 – 4-A-16	4-A-9 – 4-A-16
4-B-5 – 4-B-6	4-B-5 – 4-B-6
4-C-3 – 4-C-6	4-C-3 – 4-C-6
4-C-9 – 4-C-12	4-C-9 – 4-C-12
5-B-3 – 5-B-4	5-B-3 – 5-B-4
6-A-3 – 6-A-10	6-A-3 – 6-A-10
6-B-1 – 6-B-2	6-B-1 – 6-B-2
7-1 – 7-2	7-1 – 7-2
7-A-3 – 7-A-6	7-A-3 – 7-A-6
7-A-9 – 7-A-10	7-A-9 – 7-A-10
7-B-1 – 7-B-6	7-B-1 – 7-B-6

4. **PROCEDURE (Cont'd).** Remove and insert the following pages:

7-C-1 – 7-C-4	7-C-1 – 7-C-4
7-D-3 – 7-D-6	7-D-3 – 7-D-6
7-E-3 – 7-E-6	7-E-3 – 7-E-6
8-B-1 – 8-B-2	8-B-1 – 8-B-2
8-B-5 – 8-B-8	8-B-5 – 8-B-8
8-B-11 – 8-B-14	8-B-11 – 8-B-14
8-C-1 – 8-C-2	8-C-1 – 8-C-2
8-C-13 – 8-C-16	8-C-13 – 8-C-16
8-D-1 – 8-D-2	8-D-1 – 8-D-2
8-D-11 – 8-D-14	8-D-11 – 8-D-14
11-C-5 – 11-C-6	11-C-5 – 11-C-6
11-C-9 – 11-C-10	11-C-9 – 11-C-10
11-D-5	11-D-5
12-A-3 – 12-A-6	12-A-3 – 12-A-6
15-A-9 – 15-A-10	15-A-9 – 15-A-10
16-A-1 – 16-A-2	16-A-1 – 16-A-2
16-A-7 – 16-A-16	16-A-7 – 16-A-16
16-B-7	16-B-7
17-A-1 – 17-A-4	17-A-1 – 17-A-4
17-A-35 – 17-A-38	17-A-35 – 17-A-38
17-A-47 – 17-A-50	17-A-47 – 17-A-50
17-A-67 – 17-A-68	17-A-67 – 17-A-68
18-C-1 – 18-C-16	18-C-1 – 18-C-16
19-A-3 – 19-A-4	19-A-3 – 19-A-4
20-A-1 – 20-A-4	20-A-1 – 20-A-4
20-B-1 – 20-B-2	20-B-1 – 20-B-2
20-B-5 – 20-B-30	20-B-5 – 20-B-10
20-E-3 – 20-E-4	20-E-3 – 20-E-4
Chapter 21 Tab	Chapter 21 Tab
	21-1
	21-A-1 – 21-C-13
Index I-1 – I-10	Index I-1 – I-10

5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to "PRC/HRSIC" or by returning the comment form on Enclosure (1) of this manual.

PAUL GAUTHIER
Acting

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Group Fort Macon	07
Group Humboldt Bay	04
Group Key West	07
Group Mobile	20
Group North Bend	04
Group Port Angeles	04
Group Portland	05
Group San Francisco	06
Group Southwest Harbor	03
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ISC Seattle	19
ISC St. Louis	12
MSO Houston-Galveston	06
NOAA	03
SUPRTCEN Elizabeth City	10

Enclosure (1)   **Comment Form**

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

E. Expiration of Enlistment/End of Service Menu *(eeesmenu)*
    A. Agree to Extend Enlistment *(expextag)*
    B. Begin Extension of Enlistment *(expextbe)*
    C. Discharge to Immediate Reenlistment *(exdiir)*
    D. Release from Active Duty (RELAD) *(exprelad)*
    E. Discharge *(expdad)*
    F. Voluntary and Involuntary Retentions *(expretn)*
    G. Cancel Extension of Enlistment *(expcan)*
    H. Certificate of Release or Discharge from Act Duty(DD-214) *(dd214)*
F. Retirement *(retire)*
G. Promotions/Advancements/Reductions Menu *(parmenu)*
    A. Advancement/Adding Designator *(paradv)*
    B. Change in Rating *(parcir)*
    C. Warrant Appointments *(parwar)*
    D. Reduction/Remove Designator *(parred)*
H. Reserve Training Center Yorktown Menu *(ocsmenu)*
    A. Reporting Enlisted/Warrant Officer Cand to Temp Officer *(ocsrocto)*
    B. Former Enlist/Warrant Officer Departing as Temp Officer *(ocsdto)*
    C. Reporting Enlisted Officer Cand to Reserve Commission *(ocsroerc)*
    D. Former Enlisted Departing as Reserve Commission *(ocsredro)*
    E. Reporting Reserve Enlisted Officer Cand for Res Officer *(ocsrocro)*
    F. Former Reserve Enlisted Departing as Reserve Officer *(ocsdocro)*
    G. ROCI Officer Program *(ocsroci)*
I. Disciplinary Action/Unauth Absences Menu *(dauamenu)*
    A. Court Martial/NJP Result *(disccrtm)*
    B. Begin Confinement *(discbcnf)*
    C. Return from Confinement *(cnfret)*
    D. Remove Mark of Desertion *(p425)*
    E. Begin Unauthorized Absence *(p400)*
    F. Declare Member a Deserter *(p240)*
    G. Member Returned Having Been UA/Deserter *(p411)*
    H. Begin Absence due to Alcohol/Drugs *(p644)*
    I. End Absence due to Alcohol/Drugs *(p616)*

Exhibit 1-B-1

MENU MAP/FASTPATH IDS, Continued

J.   Pay Actions Menu *(paacmenu)*
    A.   Member Initiated Pay Actions Menu *(mipamenu)*
        A.   Start, Stop, Change Allotments or Bonds *(mipaalot)*
        B.   Montgomery GI Bill Allotments *(mpa_mgib)*
        C.   Payment Option Election *(mipapoe)*
        D.   Officer Uniform Allowance *(mipaunif)*
        E.   Civilian/Supplementary Clothing Allowance *(mipacma)*
        F.   Advance Pay and/or Allowances *(mipaadup)*
        G.   Family Separation Allowance *(mipafsa)*
        H.   Dependent Dental Coverage *(mipadent)*
        I.   Change Tax Information *(mipatax)*
        J.   Change Allotment Address *(p800)*
        K.   FSA Scroller for Unit
    B.   Pay Adjustments Menu *(padmenu)*
        A.   Start/Resume Pay and Allowances *(padjstrt)*
        B.   Start Partial BAS *(padjpbas)*
        C.   Start Supplemental BAS *(padjsbas)*
        D.   Start Fractional COLA *(padjcola)*
        E.   Stop Pay and Allowances *(padjstop)*
        F.   Change BAQ/VHA *(padjbaq)*
        G.   Suspend Flight Pay or Terminate Aviator Status *(padjsusp)*
        H.   Start, Stop or Change OHA *(padjoha)*
        I.   Start or Stop Interim Housing Allowance *(p609-iha)*
        J.   Start/Change/Verify VHA Offset *(p608-vhaof)*
        K.   Suspend, Remove Suspension or Stop SRB *(p602)*
        L.   Special Offline Payment *(padjspcl)*
    C.   Liquidation of Indebtedness F/Travel Advances *(pactliq)*
    D.   Change Liquidation Schedule *(pactchg)*
    E.   Miscellaneous Credit to Member's Account *(pactcred)*
    F.   Small Stores Checkage *(pactstor)*
K.   Academy Menu *(acadmenu)*
    A.   Revert to Enlisted from Cadet *(revcadt)*
    B.   Discharge from Cadet Status *(discadt)*
    C.   Accession of Cadet Graduate *(cadtacc)*

Corrections/Changes to Official Documents, Continued

When the request is approved by HRSIC, continued

VERY IMPORTANT: Once the name or SSN has been successfully changed by HRSIC in the PMIS/JUMPS database, the PERSRU will be notified, via E-Mail. The PERSRU should then take the following steps:

- Check incoming SDA II updates to determine when the local database reflects the name change.
- Ensure previous transactions that have not been transmitted are rebuilt under the correct name or SSN in SDA II.
- If SSN was changed, then delete the incorrect SSN in SDA II by using the Adhoc/nohist_del.r (the System Administrator should do this).

Once the above has been verified and completed, the PERSRU may start submitting transactions on the member through PMIS/JUMPS.

Corrections to signed contracts after distribution

For changes to name, SSN, date of birth, and minority designator submit a certified copy of the member's birth certificate, social security card, and a pen and ink corrected copy of the original contract with the letter request. For all other fields of contracts, submit a pen and ink corrected copy of original contract and any supporting documentation with the letter request.

Contract Name	PMIS/JUMPS Transaction	Form Name
Acceptance and Oath of Office	L65B	CG-9556
Enlistment/Reenlistment Contract	L61B (for Enlistment) L62B (for Reenlistment)	DD Form 4
Agreement to Extend Enlistment	L67A (P154 for first extension L67A (P159) for reextensions	CG-3301B

A certified copy of the member's birth certificate, social security card, and a pen and ink corrected copy of the original contract shall be included in the letter request. The chart below summarizes where to send requests for corrections by field:

Field on contracts	Approving Command
Date Entered Current Active Duty	CGPC (adm-3) or (rpm)
Date of Enlistment/Reenlistment	CGPC (adm-3) or (rpm)
Place of Enlistment	CGPC (adm-3) or (rpm)
Term of Enlistment/Reenlistment	CGPC (adm-3) or (rpm)
Grade/Rate	CGPC (adm-3) or (rpm)
Previous Military Service upon Enlistment or Reenlistment	CGPC (adm-3) or (rpm)
Reason for Extension/Reextension (CG-3301B)	CGPC (adm-3) or (rpm)
All other fields	HRSIC (MAS)

Corrections/Changes to Official Documents, Continued

Corrections to signed contracts after distribution, continued

The PERSRU must use the following procedures when a change or correction to a contract (any of the contracts mentioned on prior page) has been approved by CGPC (adm-3) or (rpm).

IF	THEN
the original incorrect contract was never transmitted by the PERSRU to HRSIC.	the approved corrected contract must be transmitted to HRSIC by the PERSRU.
the original incorrect contract was transmitted by the PERSRU to HRSIC.	the approved request to correct the contract must be submitted to HRSIC (MAS). **Note:** This will allow HRSIC, to correct the information that was incorrect on the initial transmission of the contract. Rule of thumb, if a contract was transmitted to HRSIC and was incorrect and needs CGPC approval, then HRSIC will have to make the changes in PMIS/JUMPS.

Contracts that need to be voided

The authority to void a contract (any of the contracts mentioned on prior page) rests with CGPC (adm-3) or (rpm). A copy of the original contract must be included in the letter request. The PERSRU must use the following procedures when a contract has been voided by CGPC:

IF	THEN
the original incorrect contract was never transmitted to HRSIC.	Annotate on the original contract "void". Attach a copy of the approved letter and retain it in the member's PERSRU PDR. If a new contract needs to be submitted, then the PERSRU must transmit the new one to HRSIC
the original incorrect contract was transmitted to HRSIC.	the approved request to void the contract must be submitted to HRSIC (MAS). **Note:** This will allow HRSIC, to correct the information in PMIS/JUMPS on the member to show that the contract was voided.

Corrections and Deletions to all other transactions in SDA II

To find out if a transaction can be corrected or deleted, refer to the correction and deletion information provided for each individual transaction in Chapter 2.

Section Overview

Introduction   This section will guide you through the Active Duty transactions in SDAII.

Contents   ## Sorted by Action Code/Page Number

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P102	Change Cost Center	P102	BCP	2-A-7
P105	Establish Officer as Aviator	P105-AV	BBH	2-A-9
	Exhibit 2-A-1, Aviation Service Information		AEA	2-A-12
P154	Agree to Extend Enlistment	expextag	AEA	2-A-18
P159	Agree to Re-extend Enlistment	expextag	AEA	2-A-22
P176	Retained Beyond Normal Expiration of Enlistment	expretn	AEF	2-A-25
P187	Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	expcan	AEG	2-A-28
P192	Report Additional Active Duty Authorized	See	Chapter	2-B
P193	Immediate Recall From Retirement - No Break in Service	P193	ADE	2-A-31
P198	Begin Extension of Enlistment	expextbe	AEB	2-A-35
P199	Begin Re-extension of Enlistment	expextbe	AEB	2-A-37
P203	Discharge	See	Chapter	8
P214	Appointment Terminated	See	Chapter	8
P216	Resume Enlisted Status Upon Termination As A Temp Officer	See	Page	2-A-42
P230	Record Reserve MGIB Eligibility Status	See	Chapter	2
P231	Declare Member Missing	P231	BCC	2-A-44
P232	Return Member From Missing	P232	BCE	2-A-46
P240	Declare Member A Deserter	P240	AIF	2-A-47
P253	Cancel Enlistment	See	Chapter	8
P266	Report Death Of A Member	P266	BCB	2-A-49
304	Change Qualification Code for Enlisted Personnel	304-Q	BBF	2-A-50
304	Diving Qualification Lapse Date	304-D	BBJ	2-A-52
304	Change Aviator Qualification	304-AV	BBB	2-A-53
305	Record Award Information	305	BCH	2-A-55
320	Report Scores From ASVAB Retest	reasvab	BBI	2-A-57
324	Change Education Level	324-edu	BBD	2-A-59
324	Completion of Degree Training	324-deg	BBC	2-A-61
324	Record Foreign Language Skill	324	BBG	2-A-63
325	Servicewide, CWO Specialty Information	325	BBK	2-A-65
333	Height/Weight Measurement	333	BCG	2-A-69
P341	Completed School	P341	BBE	2-A-71
P357	Member Became U. S. Citizen	miscmenu	BCD	2-A-75
P400	Begin Unauthorized Absence	P400	AIE	2-A-76

Section Overview - Continued

Contents, (Cont'd)

Sorted by Action Code/Page Number

Section Overview - Continued

Contents, (Cont'd)

Sorted by Action Code/Page Number

Section Overview - Continued

Contents, (Cont'd)

Sorted by SDAII Transaction Title

SDA II Transaction	Action Code	Fast Path ID	Menu Option	See Page
Active Duty Enlistment/Reenlistment Bonus	H600	BCMA	BCMA	2-A-83
Advance BAH Paid Through PMIS/JUMPS **online**	H605	mipaadup	AJAF	2-A-106
Advance Overseas Housing Allowance Paid Through PMIS/JUMPS **online**	H605	mipaadup	AJAF	2-A-109
Advance Pay and Allowances Paid Through PMIS/JUMPS **online**	H605	mipaadup	AJAF	2-A-101
Advance Pay Paid Through PMIS/JUMPS **online**	H605	mipaadup	AJAF	2-A-97
Advancement/Adding Designator	P555	See	Chapter	9
Agree to Extend Enlistment	P154	expextag	AEA	2-A-18
Agree to Re-extend Enlistment	P159	expextag	AEA	2-A-22
Appointment Terminated	P214	See	Chapter	8
Assignment Data Maintenance	L76B	asgd	BCK	2-A-266
ASVAB Scores	L6JB	asvab	BBA	2-A-259
Begin Absence Due To Alcohol and Drugs	P644	P644	AIH	2-A-196
Begin Extension of Enlistment	P198	expextbe	AEB	2-A-35
Begin Re-extension of Enlistment	P199	expextbe	AEB	2-A-37
Begin Unauthorized Absence	P400	P400	AIE	2-A-76
Cancel Enlistment	P253	See	Chapter	8
Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	P187	expcan	AEG	2-A-28
Certificate of Release or Discharge From Active Duty	DD-214	DD214	AEH	2-A-272
Change Allotment Address	P800	P800	AJAJ	2-A-200
Change Aviator Qualification	304	304-AV	BBB	2-A-53
Change BAH or BAQ/VHA	P606	padjbaq	AJBF	2-A-115
Change BAS/Career Sea Pay	P620	See	Chapter	6
Change Cost Center	P102	P102	BCP	2-A-7
Change Education Level	324	324-edu	BBD	2-A-59
Change in Dependency/Emergency Data/SGLI	CG-4170A	depchg	BAA	2-A-216
Change Liquidation Schedule	H605	pactchg	AJD	2-A-112
Change Qualification Code for Enlisted Personnel	304	304-Q	BBF	2-A-50
Civilian/Supplemental Clothing Monetary Allowance Maintenance	P603	P603	AJAE	2-A-89
Clothing and Small Stores Checkage	L6KB	pactstor	AJF	2-A-263
Completed School	P341	P341	BBE	2-A-71
Completion of Degree Training	324	324-deg	BBC	2-A-61
Declare Member A Deserter	P240	P240	AIF	2-A-47
Declare Member Missing	P231	P231	BCC	2-A-44
Dependent Dental Coverage	P810	mipadent	AJAH	2-A-207
Discharge	P203	See	Chapter	8
Diving Qualification Lapse Date	304	304-D	BBJ	2-A-52

Continued on next page

Section Overview - Continued

**Contents,
(Cont'd)**

Sorted by SDAII Transaction Title

SDA II Transaction	Action Code	Fast Path ID	Menu Option	See Page
Elect/Decline SGLI	P809	P809	BAD	2-A-204
End Absence Due To Alcohol and Drugs	P616	P616	AII	2-A-188
Establish Officer as Aviator	P105	P105-AV	BBH	2-A-9
Exhibit 2-A-1, Aviation Service Information			AEA	2-A-12
Family Separation Housing/Family Separation Allowance	L6BB	mipafsa	AJAG	2-A-229
Federal Tax Information	L6EB	mipatax	AJAI	2-A-241
Height/Weight Measurement	333	333	BCG	2-A-69
Immediate Recall From Retirement - No Break in Service	P193	P193	ADE	2-A-31
Leave Authorization	L63B	leave	BCA	2-A-213
Member Became U. S. Citizen	P357	miscmenu	BCD	2-A-75
Member Placed In Confinement	P640	See	Chapter	11
Member Returned From UA/Deserter	P411	P411	AIG	2-A-78
Member's Locally Created Data	******	BCMB	BCMB	2-A-282
Miscellaneous Credit to Member's Account	H604	pactcred	AJE	2-A-95
Officer Uniform Allowance	L66B	mipaunif	AJAD	2-A-227
Payment Option Election	L6GB	mipapoe	AJAC	2-A-255
Record Award Information	305	305	BCH	2-A-55
Record Foreign Language Skill	324	324	BBG	2-A-63
Record Reserve MGIB Eligibility Status	P230	See	Chapter	2
Remove Mark of Desertion	P425	P425	AID	2-A-81
Report Additional Active Duty Authorized	P192	See	Chapter	2-B
Report Death Of A Member	P266	P266	BCB	2-A-49
Report Physical Exam Findings	P950	P950	BCI	2-A-211
Report Scores From ASVAB Retest	320	reasvab	BBI	2-A-57
Resume Enlisted Status Upon Termination As A Temp Officer	P216	See	Page	2-A-42
Retained Beyond Normal Expiration of Enlistment	P176	expretn	AEF	2-A-25
Return From Confinement	P612	See	Chapter	11
Return Member From Missing	P232	P232	BCE	2-A-46
Servicewide, CWO Specialty Information	325	325	BBK	2-A-65
Start Fractional COLA	P603	padjcola	AJBD	2-A-93
Start or Stop Interim Housing Allowance	P609	P609iha	AJBJ	2-A-185
Start Prorated BAS	P603	padjpbas	AJBB	2-A-91
Start Supplemental BAS	P603	padjsbas	AJBC	2-A-92
Start, Stop or Change OHA	P609	padjoha	AJBH	2-A-182
Start, Stop, Change Allotments or Bonds	L6DB	See	Chapter	20
Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Quarters)	P607	padjstrt	AJBA	2-A-172

Section Overview - Continued

Contents, (Cont'd)

Sorted by SDAII Transaction Title

SDA II Transaction	Action Code	Fast Path ID	Menu Option	See Page
Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Pay)	P607	padjstrt	AJBA	2-A-178
Start/Resume Pay and Allowances (Aviation Pay)	P607	padjstrt	AJBA	2-A-122
Start/Resume Pay and Allowances (Career Sea Pay and Sea Pay Premium)	P607	padjstrt	AJBA	2-A-152
Start/Resume Pay and Allowances (Cost Of Living Allowance)	P607	padjstrt	AJBA	2-A-148
Start/Resume Pay and Allowances (Diving Duty Pay)	P607	padjstrt	AJBA	2-A-126
Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Pay)	P607	padjstrt	AJBA	2-A-175
Start/Resume Pay and Allowances (Hardship Duty Pay-Location)	P607	padjstrt	AJBA	2-A-129
Start/Resume Pay and Allowances (Hostile Fire Pay This Month Only)	P607	padjstrt	AJBA	2-A-132
Start/Resume Pay and Allowances (Hostile Fire Pay Until Further Orders)	P607	padjstrt	AJBA	2-A-135
Start/Resume Pay and Allowances (Responsibility Pay)	P607	padjstrt	AJBA	2-A-168
Start/Resume Pay and Allowances (Special Duty Assignment Pay)	P607	padjstrt	AJBA	2-A-165
Start/Resume Pay and Allowances (Start Change/Verify VHA Offset) (P608)	P607	padjstrt	AJBA	2-A-180
Start/Resume Pay and Allowances (Start VHA) (P607)	P607	padjstrt	AJBA	2-A-171
Start/Resume Pay and Allowances (Subsistence Pay)	P607	padjstrt	AJBA	2-A-144
Start/Resume Pay and Allowances (Tax Exclusion This Month Only)	P607	padjstrt	AJBA	2-A-138
Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders)	P607	padjstrt	AJBA	2-A-141
State Tax Information	L6EB	mipatax	AJAI	2-A-238
Statement of Intent for Discharge, RELAD, Retirement	L6FB	soisep	ACA	2-A-244
Statement of Intent for Extension/Re-extension, Reenlistment, Retention, Recall	L6FB	soisep	ACB	2-A-250
Stop All Pay and Allowances Due to Fraudulent Enlistment	P633	See	Chapter	8
Stop Pay and Allowances	P625	padjstop	AJBE	2-A-191
Suspend Flight Pay/Terminate Aviator Status	P671	padjsusp	AJBG	2-A-198
Suspend Remove Suspension or Stop SRB	P602	P602	AJBK	2-A-85
Tax Information-Mailing Address	L6EB	mipatax	AJAI	2-A-235

Change Cost Center (P102)

Purpose	This transaction is used to change Cost Center Codes.
Reference	None
Transaction Built in SDA II	Change Cost Center
PMIS Transaction	P102

Policies and Procedures   Information you need to know about the Change Cost Center transaction:

- This transaction may be used to change cost center codes for both officers and enlisted members. It shall be used for officers only if the member's officer billet code (OBC) (indicated on the unit's personnel allowance list) does not change. If the OBC changes, orders from CGPC are required.

- When orders are involved, use PCS Departing and PCS Reporting transactions.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P102" for Fast Path ID or press "BCP" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. The following screen will appear. Begin completing the fields.

Change Cost Center (Screen 1 of 1)

000-00-0000   SABM   DOE, JOHN

Effective Date: 10/06/1997   Effective Time: 0001   Entry Type:

Cost Center Code: 12345   (**Element Code 01**)

Field	Action
Effective Date	Enter the date the transaction is prepared.
Effective Time	Enter effective time.
Entry Type	This is not updateable.
Cost Center Code	Enter the cost center code.

Change Cost Center Code (P102), Continued

Fast Path ID and Data Entry, Continued

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

Change cost center code transaction updates the following in PMIS/JUMPS:

- Segment 00
- Updates page 6 (Current Information) of the PMIS screens.

Corrections and Deletions

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Establish Officer As Aviator (P105)

<u>Review Exhibit 2-A-1 (following pages) prior to preparing this transaction.</u>

Purpose	This transaction is used to establish aviation service information and start Aviation Crew Incentive Pay (ACIP). It is to be submitted at the aviator's first duty station.
Reference	• Exhibit 2-A-1 (following pages) • CG Pay Manual, COMDTINST M7220.29, Chapter 5-A • MGMT and ADMIN of Aviation Incentive Pays, COMDTINST 7220.39
Transaction Built in SDA II	Establish Officer As Aviator
PMIS Transaction	P105
Policies and Procedures	Information you need to know about this transaction:

- **CG Academy** is responsible for submitting this transaction for Direct Commission individuals. However, if prior service documentation is not available, CG Academy is to notify the PERSRU servicing the aviator's first permanent duty station and <u>that</u> PERSRU shall submit this transaction.

- **HRSIC (MAS)** is to be notified prior to submitting this transaction for a Direct Commission Aviator entering the Coast Guard on or after 1 October 1991 and have:

  1) Six or more years of aviation service, and

  2) their Aviation Entry Service Date (ASED) is prior to 1 October 1985.

- <u>**Service Dates**</u>: The Aviation Service Entry Date (ASED), Aviation Service Date (ASD), and the Officer Service Date (OSD) may not be prior to the Pay Base Date (PBD). An example of an erroneous condition is: PBD = 79JUL27 and ASD = 79JUL26.

Continued on next page

Establish Officer As Aviator (P105), Continued

Fast Path ID
and Data Entry
Enter "P105-av" for Fast Path ID or press "BBH" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. The screen below will appear. Begin entering information to establish the officer as an aviator.

```
                Establish Officer as Aviator (Screen 1 of 1)
  000-00-0000                                    LTJG              DOE, JOHN

           Effective Date:  04/29/1996    Effective Time:  0001     Entry Type:

      Current flight status/start ACIP:   DIFOPS      (Element Code 01)
                 Officer Service Date:    05/18/1994  (Element Code 04)
         Aviation Service Entry Date:     04/29/1996  (Element Code 02)
              Aviation Service Date:      04/29/1996  (Element Code 03)
               Gate I OPFLY Time:                     (Element Code 06)
              Gate II OPFLY Time:                     (Element Code 07)
               Total OPFLY Time:          00          (Element Code 05)
```

Field	Action
Effective Date	• **The effective date** of this transaction should be the day the officer first qualifies for ACIP in the Coast Guard. Review Exhibit 2-A-1 (following pages) prior to preparing this action code. • **Effective date for Student Aviators** will be the date the officer enters flight training or when appointed as an officer, whichever is later. • **Effective date for Direct Commission Aviators** will be the constructive date the officer executed orders to CG Academy for indoctrination.
Effective Time	Enter the effective time
Entry Type	This is not updateable.
Current flight status/start ACIP	Enter DIFOPS, DIFPRO, or DIFDEN.
Officer Service Date	Enter the officer service date.
Aviation Service Entry Date	Enter the aviation service entry date.
Aviation Service Date	Enter the aviation service date.
Gate I OPFLY Time	Enter number of years/months, Gate I OPFLY Time (if applicable).
Gate II OPFLY Time	Enter number of years/months, Gate II OPFLY Time.(if applicable).
Total OPFLY Time	Enter number of years/months, Total OPFLY Time.

Establish Officer As Aviator (P105), Continued

PMIS/JUMPS
Effect

The Establish Officer As Aviator transaction updates the following in PMIS/JUMPS:

- Segment 60 (sets aviation data)
- Segment 11 (starts Aviation Career Incentive Pay)
- Updates page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base.

Corrections
and Deletions

Deletions shall not be submitted to this transaction. Only corrections may be made to this transaction and are done in Transaction Review of the SDAII system.

Exhibit 2-A-1

AVIATION SERVICE INFORMATION

Reporting Aviation Service Information

Establishment of Aviation Service Information and Starting ACIP.

- A P105 transaction to establish aviation service information and start continuous ACIP is required.

Overriding Continuous ACIP Payment of Members Entitled to Monthly ACIP Who Fail to Perform Minimum Flight Hours.

After processing ACIP transaction(s), PMIS/JUMPS will pay ACIP on a continuous basis.

If a member fails to qualify for continuous ACIP (e.g. OPFLY time at Gate 1 or 2 changes the member's ACIP status to a monthly entitlement, and the member does not meet required flight hours during a given month), a transaction is necessary to stop/suspend the payment of ACIP.

Recording Flight Status Upon PCS

When an aviator is transferred on a permanent change of station, appropriate entries are required on both the departing and reporting Endorsements on Orders transaction to indicate what the aviator's flight status will be at the new unit. Do not report this change in flight status if the officer has not been established as an aviator in PMIS/JUMPS, this must be reported under separate transaction.

Exhibit 2-A-1, Continued

AVIATION SERVICE INFORMATION

Reporting Aviation Information

Current Flight Status Indicator: Report the aviator's current Flight Status Indicator; e.g., DIFOPS, DIFPRO, DIFDEN.

- **DIFOPS**: Duty under flight orders currently in effect involving operational or training flights.

- **DIFPRO**: Duty under flight orders currently in effect involving proficiency flying only.

- **DIFDEN**: Duty under flight orders currently in effect not involving flying

Terms

Aviation Service Entry Date (ASED): The ASED is used to determine the 12 year and 18 year Gates. This is the date a member (as an aviation cadet, or warrant or commissioned offer) first reports under competent flight orders to an aviation unit having aircraft in which the member receives flight training leading to the award of an aeronautical rating or designation. Prior active and inactive service is creditable for computation of the ASED.

Aviation Service Date (ASD): The ASD is the constructive date that an officer, warrant officer (or cadet on or after 14 Nov 1986) became qualified for aviation service. It is used to determine step increases in pay. For officers commissioned or appointed to warrant grade prior to ASED, ASD is the same as the ASED. If commissioned or appointed after ASED, ASD is the same as the Officer Service Date (OSD). Prior active and inactive service is creditable for computation of the ASD.

Officer Service Date (OSD): For members in the service prior to 14 Nov 1986 , the OSD is the constructive date the member is commissioned as a commissioned or warrant officer. For a member entering the service on or after 14 Nov 1986, the OSD is the constructive date the member becomes a commissioned officer, a warrant officer, or an aviation cadet. Prior active and inactive service is creditable for computation of the OSD.

Continued on next page

Exhibit 2-A-1, Continued

AVIATION SERVICE INFORMATION

Terms (Cont'd)   **Total OPFLY Time**: Total OPFLY time is reported in years and months. OPFLY time is not the same as total flight time (which is reported in hours). Total OPFLY time cannot be greater than the time between the document effective date and ASED. OPFLY time is credited for all periods of active duty in an operational flying status.

Gate I OPFLY Time: This is the OPFLY time at the 12 year Gate. To determine whether this is applicable, add 12 years to the ASED. If the date is prior to the transaction effective date, determine the OPFLY time up to the resulting date (ASED plus 12 years). Gate I OPFLY time cannot be greater than 1200 (12 yrs, 00 mos).

Gate II OPFLY Time: This is the OPFLY time at the 18 year Gate. To determine whether this is applicable, add 18 years to the ASED. If the resulting date is prior to the transaction effective date, determine the OPFLY time up to the resulting date (ASED plus 18 years). Gate II OPFLY time cannot be greater than 1800 (18 yrs, 00 mos).

Gate and OPFLY Requirements for ACIP   ACIP Standard Table applies to aviators who had less than six years of aviation service on 1 October 1991, the effective date of Public Law 101-89.

ACIP Transitional Table applies to aviators who had six years or more of aviation service on 1 October 1991

Automatic ACIP Termination   All ACIP is automatically terminated by PMIS/JUMPS at 25 years of aviation service (ASD + 25 years). If an officer is below pay grade O-7 and performing operational flying (DIFOPS), ACIP may be restarted by a separate transaction.

Exhibit 2-A-1, Continued

AVIATION SERVICE INFORMATION

Adjusting Aviation Date

Unit Responsibility: Requests for readjustments to a member's aviation data shall be submitted by the member's unit commanding officer. The request shall be in letter format to HRSIC (MAS) via the PERSRU. Enclosed with the letter shall be supporting documentation from the aviator's records. HRSIC (MAS) may require corrections to the original transaction.

HRSIC Responsibility: An investigation will be made of all proposed adjustments.

- If an adjustment is determined necessary, HRSIC (MAS) will submit the appropriate transaction(s) to correct the fields in question.

- If an adjustment to aviation data causes a change to the ACIP entitlement, HRSIC (MAS) will submit the necessary transactions to make proper corrections to the aviator's pay.

Exhibit 2-A-1, Continued

ACIP TRANSITIONAL TABLE

If on 91OCT01, the members minimum years of aviation service is:	And the member meets the following OPFLY time,	AND the member reaches "X" years aviation service,	THEN the member is entitled to:
Less than 6 years	See ACIP Standard Table		
6 or more years	6 or more years	12 Years (Gate I)	Continuous ACIP to 18 years of aviation service.
6 or more years	At least 9 years but less than 11 years	18 years (Gate II)	Continuous ACIP to 22 years of aviation service as an officer.
6 or more years	6 of the first 12 years, and at least 11 of the first 18 years of aviation service	18 years (Gate II)	Continuous ACIP to 25 years of aviation service as an officer.
At least 6 years but less than 12 years	Less than 6 years and subsequently completes 6 years of the first 12 years and 9 of the first 15 years of aviation service	15 years	Continuous ACIP to 18 years of aviation service.
At least 12 years but less than 18 years	Less than 9 years and subsequently completes 9 years of the first 18 years of aviation service	18 years (Gate II)	Continuous ACIP to 22 years of aviation service as an officer.
At least 12 years but less than 18 years	Less than 11 years and subsequently completes 11 years of the first 18 years of aviation service	18 years (Gate II)	Continuous ACIP to 25 years of aviation service as an officer.

Exhibit 2-A-1, Continued

ACIP STANDARD TABLE

NUMBER OF YEARS AVIATION SERVICE*	OPFLY Time	ACIP STATUS**	NOTES
Under 12 years	No minimum	Continuous	No minimum flight hour requirements necessary to qualify for ACIP
12 (Gate I)	Less than 8 years #	Monthly	Required to fly minimum hours each month to qualify for monthly ACIP. See CG Pay Manual, Chapter 5, for flying hour requirements. <table><tr><td>**IF AN AVIATOR**</td><td>**THEN SUBMIT**</td></tr><tr><td>fails to qualify</td><td>transaction to stop ACIP</td></tr><tr><td>later qualifies</td><td>transaction to start ACIP</td></tr></table>
12 (Gate I)	8 years minimum #	Continuous	No minimum flight hour requirements necessary to qualify for ACIP
18 (Gate II)	Less than 10 years	Monthly	Required to fly minimum hours each month to qualify for monthly ACIP. See CG Pay Manual, Chapter 5, for flying hour requirements. <table><tr><td>**IF AN AVIATOR**</td><td>**THEN SUBMIT**</td></tr><tr><td>fails to qualify</td><td>transaction to stop ACIP</td></tr><tr><td>later qualifies</td><td>transaction to start ACIP</td></tr></table>
18 (Gate II)	10 years minimum, but less than 12	Continuous or Monthly	Continuous ACIP to 22 years of aviation service as an officer, then monthly.
18 (Gate II)	12 years minimum	Continuous	Continuous ACIP to 25 years of aviation service as an officer, then monthly.

*   Years aviation service is based on Aviation Service Entry Date (ASED).

** Flight surgeons and medical officers never have continuous ACIP status; their ACIP status
     is always a monthly entitlement.

\#   Was 9 years, changed by Public Law 104-106 effective 10 Feb 96.

Agree To Extend Enlistment (P154 and CG-3301B)

Purpose This transaction is used for Acceptance of Agreement to Voluntarily Extend Enlistment.

Reference
- CG Personnel Manual, COMDTINST M1000.6A, Chapter 1.G.14 Through 1.G.19.
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C
- Reenlistment Bonus Programs Administration, COMDTINST 7220.33

Transaction Built in SDA II Agree To Extend Enlistment

PMIS Transaction P154 and CG-3301B (Agreement to Extend Enlistment)

Policies and Procedures Information you need to know about this transaction::

- This transaction is <u>completed</u> in SDA II upon receipt of the Career Intentions Worksheet (CG HRSIC-2045) with both the member and command approval signatures. However, this transaction should not be <u>approved</u> in SDA II until the PERSRU receives the signed Agreement to Extend Enlistment (CG-3301B).

- The effective date for regular extensions will be the date the CG-3301B is signed by the member and person witnessing the oath. For prior service OCS candidates who must extend to meet obligated service requirements, the effective date of this transaction will be the same as the Enlistment Date on the Enlistment Contract transaction. In this case the effective time of the P154 transaction must be at least five minutes prior to the effective time of the initial Reporting Endorsement transaction.

- A Begin Extension transaction (P198) must be submitted and approved in SDA II on the day the extension **begins**.

- If this transaction is being submitted following a member's Voluntary/Involuntary Retention transaction (P176), then this transaction (P154) and the Begin Extension transaction (P198) shall have the same effective date.

- The Agree to Extend Enlistment transaction is used for both first extension of enlistment or re-extension's of enlistment. When the "Number of Extension This Enlistment" Field is 1, a P154 is built. When the "Number of Extension This Enlistment" Field is other than "1", then a P159 is built.

Agree To Extend Enlistment (P154 and CG-3301B), Continued

Policies and Procedures, Continued

Information you need to know about this transaction, continued:

- If an Agreement to Extend Enlistment (CG-3301B) is **canceled** per chapter 1.G.19 of the CG Personnel Manual, COMDTINST M1000.6 (series) **do not delete the P154** transaction. Use the Cancellation of Voluntary Extension/Re-extension transaction (P187) for this purpose.

Extension Code	Explanation
A	Request of Individual
B	School/Training requirements
C	Participation in Tuition Assistance Program
D	Duty in/out CONUS
E	Obligated Service for Advancement
F	Obligated Service for Retirement
G	Completion of Cruise Aboard Vessel
H	Authorized by CGPC (epm)

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "expextag" for Fast Path ID or press " AEA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to extend enlistment.

This transaction is used for the <u>First</u> Acceptance to Voluntarily Extend Enlistment (First Extension of Current Enlistment)

> Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 1 of 2)
>
> 000-00-0000   BM1   DOE, JOHN
>
> Effective Date: <u>10/08/1997</u>   Effective Time: <u>0001</u>   Entry Type:
>
> Number of Extension This Enlistment: <u>1</u>
>
> Extension Reason Code: <u>A</u>   (**Element Code 14**)
> Reason for Extension: Request of Individual
>
> Number of Months Extended: <u>24</u>   (**Element Code 11**)
> Total Months Enlistment Extended: <u>24</u>
>
> Date Current Enlistment Expires: <u>12/01/1997</u>
> New Expiration of Enlistment: 12/01/1999 (**Element Code 12**)
>
> Name of Person Witnessing Oath: <u>J. D. SMITH, LT, USCG</u>
> Grade/Title of Person Witnessing Oath: <u>ADMIN OFFICER</u>

Agree To Extend Enlistment (P154 and CG-3301B), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter date of acceptance.
Effective Time	Enter effective time of transaction.
Number of Extension This Enlistment	1 creates a P154, 2 or more extensions creates a P159.
Extension Reason Code	Enter the extension reason code.
Reason for Code	SDA II will automatically complete this field when the above information is provided
Number of Months Extended	Enter the number of months extended (must be less than 73).
Total Months Enlistment Extended	Enter the total months extended (must be less than 73).
Date Current Enlistment Expires	Enter the date the current enlistment expires
New Expiration of Enlistment	SDA II will automatically complete this field when the above information is provided.
Name of Person Witnessing Oath	Enter the name of the person witnessing the oath.
Grade/Title of Person Witnessing Oath	Enter the grade/title of the person witnessing the oath.

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 2 of 2)
000-00-0000   BM1   DOE, JOHN

SRB Eligibility Acknowledgment

Zone: NA   **Note: If the member is entitled**
Multiple: NA   **to a Reenlistment Bonus complete**
ALDIST: NA   **this screen (2 of 2).**
Maximum SRB: NA
Months Newly Obligated: NA

Field	Action
Zone	Enter A, B, C or NA.
Multiple	Enter the SRB multiple under the above zone.
ALDIST	Enter the ALDIST listing for the SRB.
Maximum SRB	Enter the maximum SRB paid to the current pay grade.
Months Newly Obligated	Enter number of months the SRB computation is based on.

Agree To Extend Enlistment (P154 and CG-3301B), Continued

PMIS/JUMPS Effect

The Agreement to Extend Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 00 (Expected Active Duty Termination Date **for regular active duty members** and **expected loss date for reserve members and regular active duty members who have already met their 8 year military obligation**.)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

<u>Note</u>: **If reserve members on active duty (greater than 140 days) being paid by PMIS/JUMPS receive <u>new</u> or <u>amended</u> orders further extending the active duty period, see the P191 and P192 transaction. The P159 transaction alone will not continue the reserve members active duty pay**.

Corrections and Deletions

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Agree To Re-extend Enlistment (P159 and CG-3301B)

Purpose   This transaction is used for Acceptance of Agreement to Voluntarily Re-extend Enlistment.

Reference
- CG Personnel Manual, COMDTINST M1000.6A, Chapter 1.G.14 Through 1.G.19.
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C
- Reenlistment Bonus Programs Administration, COMDTINST M7220.33

Transaction Built in SDA II   Agree To Re-extend Enlistment

PMIS Transaction   P159 and CG-3301B (Agreement to Extend Enlistment)

Policies and Procedures   Information you need to know about this transaction:

- This transaction is <u>completed</u> in SDA II upon receipt of the Career Intentions Worksheet (CG HRSIC-2045) with both the member and command approval signatures. However, this transaction should not be <u>approved</u> in SDA II until the PERSRU receives the signed Agreement to Extend Enlistment (CG-3301B).

- The effective date for re-extensions will be the date the CG-3301B is signed by the member and person witnessing the oath.

- A Begin Re-extension transaction (P199) must be submitted and approved in SDA II on the day the re-extension **begins**.

- The Acceptance of Agreement to Extend/Re-extend Enlistment transaction is used for both first extension of enlistment or re-extension's of enlistment. When the "Number of Extension This Enlistment" Field is 1, a P154 is built. When the "Number of Extension This Enlistment" Field is other than "1", then a P159 is built.

- If an Agreement to Extend Enlistment (CG-3301B) is **canceled** per chapter 1.G.19 of the CG Personnel Manual, COMDTINST M1000.6 (series) **do not delete the P159** transaction. <u>Use the Cancellation of Voluntary Extension/Re-extension transaction (P187) for this purpose.</u>

Extension Code	Explanation
A	Request of Individual
B	School/Training requirements
C	Participation in Tuition Assistance Program
D	Duty in/out CONUS
E	Obligated Service for Advancement
F	Obligated Service for Retirement
G	Completion of Cruise Aboard Vessel
H	Authorized by CGPC (epm)

Continued on next page

Agree To Re-extend Enlistment (P159 and CG-3301B), Continued

Fast Path ID and Data Entry   If not creating this transaction in and event, enter "expextag" for Fast Path ID or press " AEA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to extend enlistment.

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 1 of 2)

000-00-0000   ET2   SMITH, JANE

Effective Date: 10/14/1997   Effective Time: 0001   Entry Type:

Number of Extension This Enlistment: 2
Extension Reason Code: A   (**Element Code 14**)
Reason for Extension: Request of Individual

Number of Months Extended: 36   (**Element Code 24**)
Total Months Enlistment Extended: 60   (**Element Code 26**)

Date Current Enlistment Expires: 01/15/1998
New Expiration of Enlistment: 01/15/2001 (**Element Code 25**)

Name of Person Witnessing Oath: J. D. SMITH, LT, USCG
Grade/Title of Person Witnessing Oath: ADMIN OFFICER

Field	Action
Effective Date	Enter the effective date of transaction.
Effective Time	Enter effective time of transaction.
Number of Extension This Enlistment	1 creates a P154, 2 or more creates a P159.
Extension Reason Code	Enter the extension reason code.
Number of Months Extended	Enter the number of months extended (must be less than 73).
Total Months Enlistment Extended	Enter the total months extended (must be less than 73).
Date Current Enlistment Expires	Enter data or press F4 to end.
Name of Person Witnessing Oath	Enter the name of the person witnessing the oath.
Grade/Title of Person Witnessing Oath	Enter the grade/title of the person witnessing the oath.

Acceptance of Agreement to Extend/Re-extend Enlistment (Screen 2 of 2)

000-00-0000   ET2   SMITH, JANE

SRB Eligibility Acknowledgment

Zone: NA   **Note: If the member is entitled to**
Multiple: NA   **a Reenlistment Bonus complete**
ALDIST: NA   **this screen (2 of 2).**
Maximum SRB: NA
Months Newly Obligated: NA

Field	Action
Zone	Enter A, B, C or NA.
Multiple	Enter the SRB multiple under the above zone.
ALDIST	Enter the ALDIST listing for the SRB.
Maximum SRB	Enter the maximum SRB paid to the cuttent pay grade.
Months Newly Obligated	Enter number of months the SRB computation is based on.

Agree To Re-extend Enlistment (P159 and CG-3301B), Continued

PMIS/JUMPS Effect

The Agreement to Re-extend Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 00 (Expected Active Duty Termination Date **for regular active duty members <u>and</u> expected loss date for reserve members <u>and</u> regular active duty members who have already met their 8 year military obligation**).
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

<u>**Note**</u>**: If reserve members on active duty (greater than 140 days) being paid by PMIS/JUMPS receive <u>new</u> or <u>amended</u> orders further extending the active duty period, see the P191 and P192 transaction. The P159 transaction alone will not continue the reserve members active duty pay.**

Corrections and Deletions

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Retained Beyond Normal Expiration of Enlistment (P176)

Purpose   This transaction is used for an Enlisted members Retention Beyond Normal Expiration of Enlistment.

Reference
- CG Personnel Manual, COMDTINST M1000.6A, Chapter 12-B-11
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.
- CG Pay Manual, COMDTINST M7220.29, Chapter 2-L

Transaction Built in SDA II   Retained Beyond Normal Expiration of Enlistment.

PMIS Transaction   P176

Policies and Procedures   Information you need to know about this transaction:

- Research the EXP-AD-TERM-DT (Expected Active Duty Termination Date) on Segment 00 prior to completing this transaction. If the date shown is incorrect, contact HRSIC (MAS) for guidance.

- For regular active duty members this transaction will retain the member on active duty. For members in confinement pay and allowances will be suspended.

- For reserve members this transaction will extend the EXP-LOSS-DT (Expected Loss Date) only. It may be necessary to submit a P191, P192, or L68C transaction to report additional active duty authorized.

- When submitting this transaction on the same day as a Release from Active Duty (RELAD) transaction, the effective time of the RELAD transaction must be at least 5 minutes later than the effective time of this transaction.

- Refer to the CG Pay Manual, Chapter 2-L prior to answering yes or no to increase basic pay by 25%.

- Statement and/or signature of the member may be required. Refer to CG Personnel Manual, Chapter 12-B-11.

Retained Beyond Normal Expiration of Enlistment (P176), Continued

Policies and Procedures, continued

Retention Reason Code	Reason For or Circumstances of Retention	Coast Guard Personnel Manual Reference	Maximum Allowable Personnel Retention Period
J	War or National Emergency	12-B-11c	6 months after war or other national emergency is expected to end.
K	Crewmember on Cutter at sea	12-B-11d	Date Cutter is expected to arrive at an INCONUS port.
L	Stationed ASHORE in a Foreign Country	12-B-11e	3 months.
M	Undergoing medical treatment for service connected injury or disease	12-B-11f	6 months (see notes 1 and 2).
N	Awaiting or undergoing trial by court-martial	12-B-11h	Date court-martial is expected to be acted upon by supervisory authority.
O	Detention for public interest, as member is: *Witness in proceeding *Performing flood, hurricane, emergency duty.	12-B-11i	30 days.
P	Awaiting review by administrative discharge or reenlistment board	12-B-11j	Date board action is expected to be acted upon by final reviewing authority.

Note 1: Retention's for medical reasons should be recorded for a period of 6 months. This will prevent unnecessary interruptions of pay and the need for additional PMIS transactions. However, the member shall be separated immediately upon resolution of the medical situation.

Note2: Retentions of members approved for retirement are very restrictive and require the approval of Coast Guard Personnel Command. See articles 12.C.3, 12.C.9c, and 12.C.11c of the CG Personnel Manual.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "expretn" for Fast Path ID or press "AEF" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to extend enlistment.

Retained Beyond Normal Expiration of Enlistment (Screen 1 of 1)
000-00-0000   YN3   JONES, TOM

Date Retention Begins: <u>09/21/1997</u>   Effective Time: <u>0001</u>   Entry Type:
Note: Enter the effective date the member's retention will begin.
        This date should be the day after the active duty member's
        Expected Active Duty Termination Date or if a reservist
        then the day after the reserve member's current Expected Loss Date.

Enter the number of months of the retention: <u>03</u>
Estimated Expiration of Retention Date: 12/20/1997   **(Element Code 12)**

Retention Reason Code: <u>M</u>   **(Element Code 14)**
Increase basic pay by 25%: <u>no</u>   **(Element Code 23)**

Continued on next page

Retained Beyond Normal Expiration of Enlistment (P176), Continued

PMIS/JUMPS Effect

- This transaction updates the following in PMIS/JUMPS:
- Segment 00 (expected active duty termination date **for regular active duty members** <u>and</u> **expected loss date for reserve members**
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions (P187)

Purpose　　　This transaction is used for Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions for an Enlisted member.

Reference　　　• CG Personnel Manual, COMDTINST M1000.6A, Chapter 1.G and/or 1.H.

Transaction Built in SDA II　　Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions

PMIS/JUMPS Transaction　　P187

Policies and Procedures　　Information you need to know about this transaction:

• **Review** the CG Personnel Manual, Chapters 1.G prior to submitting this transaction.

• **The effective date** will be the day a voluntary extension or re-extension is canceled. This should also be the date prior to the reenlistment transaction or extension/re-extension transaction (if the member is re-enlisting or extending for a greater period of time).

Fast Path ID and Date Entry　　If not creating this transaction in an event, enter "expcan" for Fast Path ID or press "AEG" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to extend enlistment.

Very Important

1. The P187 **stand alone** transaction should not be used for a member who is canceling an extension/re-extension to reenlist for a greater period of time. The discharge for immediate reenlistment event must be used if member is re-enlisting. A P187 transaction exits in the discharge to immediate reenlistment <u>event</u> for the sole purpose of canceling an extension/re-extension to reenlist for a greater period of time without requiring the user to wait until the next SDA II download to modify the member's EOE (end of enlistment).

<u>2.</u> If the member is canceling an extension/re-extension to extend for a greater period of time, you must use this P187 transaction and the agreement to extend enlistment transaction (P154/P159) together. **Very Important**: <u>Ensure both transactions process together in the same PMIS/JUMPS update cycle or the member may experience interrupted pay.</u>

Continued next page

Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transactions (P187), Continued

Fast Path ID and Date Entry, continued

Cancel Extension of Enlistment Transactions (Screen 1 of 1)
000-00-0000   DC1   SHORE, JOHN
Stat   Options   Transactions   _
_I_   Required   Cancellation of voluntary extension/re-extension?
_N_   Stop Selective Reenlistment Bonus (SRB)?

Cancellation of Voluntary Extension/Re-extension (Screen 1 of 1)
000-00-0000   DC1   SHORE, JOHN
Date of Cancellation: <u>12/21/1997</u>   Effective Time: <u>0001</u>   Entry Type:
Note: This date must be before the extension/re-extension
would of went into effect. This date should also be
the date prior to the reenlistment transaction or
extension/re-extension transaction (if member is
re-enlisting or extending for a greater period of time).
Return Expiration of Enlistment To: <u>02/14/98</u>   **(Element code 12)**
Note: Ensure that the date that is being input is the old
expiration date that was in effect prior to the
extension or re-extension. Producing this transaction
will cancel all extensions/re-extensions that have not
began.

Field	Action
Date of Cancellation	Enter the date the extension/reextension was cancelled.
Time	Enter effective time of personnel action transaction.
Return Expiration of Enlistment To	Enter the old expiration of enlistment date that was prior to extension/ reextension.

PMIS/JUMPS Effect

The Cancellation of Previously Reported Agreement to Voluntary Extend/Re-extend Enlistment Transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date **for regular active duty members** <u>and</u> **expected loss date for reserve members**)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDAII system.

Report Additional Active Duty Authorized (P192)

For Recalled Retirees (Regular or Reserve), see the P192 transaction in Reserve Unique Transactions, Section 2-B.

Immediate Recall From Retirement With No Break In Service (P193)

Purpose   This transaction is used to record that a regular Coast Guard active duty member is being retired and immediately recalled to active duty <u>with no break in service</u>.

Reference
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.
- CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2-E-6
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7-A-20
- Separation Program Designator (SPD) Codes Handbook.

Transaction Built in SDA II   Immediate recall from retirement with no break in service.

PMIS/JUMPS Transaction   P193

Policies and Procedures   Information you need to know about this transaction.

- **Break in Service**: This transaction will only be used when there is no break in service. If there is a break in service (more than 24 hours) use the "recall from retirement with break in service - enlisted" or "recall from retirement with break in service - officer" transaction.
- **No Break in Service**: <u>Do not</u> prepare a Retirement Orders Transaction (L68C) when this transaction is used.
- **Waiver**: Chapter 2-E-6 of the Coast Guard Pay Manual, provides that recalled retired members must execute a Waiver of Pension/Disability Compensation or Retired Pay prior to receiving active duty pay. The option to print the waiver statement is given upon completion of data entry in SDAII. See the "sample waiver" on page 2-A-34 for example. The <u>original</u> executed waiver must be mailed to HRSIC (RAS).
- **Lump Sum Leave Payment**: Coast Guard members who retire and are immediately recalled to active duty are not authorized a lump sum leave payment. All leave must be carried forward. This transaction will automatically carry leave forward on the member when it successfully processes in PMIS/JUMPS. See the Coast Guard Personnel Manual, Chapter 7-A-20.

Immediate Recall From Retirement With No Break In Service (P193), Continued

Policies and Procedures, Continued

Note: Upon completion of the active duty period established by this transaction, the Release from Active Duty event will be completed. Leave can be sold in the Release from Active Duty event when placing the member back into full time retired status.

- **Extensions on Active Duty**: Do not use this transaction to report extensions of active duty periods for members who have already been recalled from retirement. In those cases use the "report additional active duty authorized" (P192) transaction.

- **Effective Date**: This will always be the day prior to the members first day of retirement. When a date is entered here by the user, SDA II will automatically calculate the "effective date of retirement".

- **New Expected Active Duty Termination Date:** This is the members <u>new</u> active duty termination date. When a date is entered here, SDA II will automatically calculate (in days) the "term of active duty authorized".

- **Retirement Code**: This is normally on the members retirement orders or use the Help Wheel (F2) for a list of all retirement codes.

- **Effective Date of Retirement**: This will always be the members actual date of retirement as stated on the retirement orders. SDA II automatically calculates this from the date entered in "effective date".

- **Separation Program Designator**: This will be on the members retirement orders or use the SPD handbook for correct code.

- **Term of Active Duty Authorized:**. Number of <u>days</u> (day for day basis) will be expressed here. When a date is entered in "new expected active duty termination date", SDA II will automatically calculate the "term of active duty authorized".

- **Active Duty Pay**: CGPC (opm) or (epm) as appropriate will submit a Personnel Change form in PMIS/JUMPS to update the members "expected loss date". If time permits, the member's PERSRU should precede this transaction with a Statement of Intent (SOI) transaction to ensure uninterrupted active duty pay.

Immediate Recall From Retirement With No Break In Service (P193), Continued

Fast Path ID and Data Entry If not creating this transaction in an event, enter "P193 for Fast Path ID or press "ADE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to recall a member from retirement.

Retiree Recalled to Active Duty (Screen 1 of 1)

```
              Retiree Recalled to Active Duty (Screen 1 of 1)
         000-00-0000            LCDR                 DOE, BARBARA
              Effective Date: 11/30/1997        Effective Time: 0001

New Expected Active Duty Termination Date:    11/30/1998   (Element Code 01)
                         Retirement Code:     A            (Element Code 50)
              Effective Date of Retirement:   12/01/1997   (Element Code 51)
            Separation Program Designator:    RBD          (Element Code 52)
            Term of Active Duty Authorized:   365          (Element Code 77)
```

Field	Action
Effective Date	Enter the date prior to the member's first date of retirement.
Effective time	Enter the effective time of personnel action transaction.
New Expected Active Duty Termination Date	Enter expected active duty termination date.
Retirement Code	Enter the code of the title and section member retired under. Press <F2> for help wheel and a list of the codes.
Effective Date of Retirement	Enter the effective date of retirement.
Separation Program Designator	Enter the separation program designator. See the SPD handbook for list of codes.
Term of Active Duty Authorized	Enter the total number of days of active duty ordered to.

PMIS/JUMPS Effect The Immediate Recall From Retirement with No Break in Service transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date)
- Segment 57 (status code)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions may be made to this transaction and are done in Transaction Review of SDA II.

Immediate Recall From Retirement With No Break In Service (P193), Continued

<u>Waiver of retired pay</u>

NAME: _____

ADDRESS: _____

CITY _____

STATE _____   ZIP CODE: _____

I hereby waive my retired pay for the period_____ through_____
During which time I will be serving on active duty.

_____
Signature

_____
Social Security Number

_____
Date

Mail to: COMMANDING OFFICER (RAS)
USCG HUMAN RESOURCES
SERVICE & INFORMATION CENTER
444 SE QUINCY ST
TOPEKA KS 66683-5391

Begin Extension of Enlistment (P198)

Purpose   This transaction is used to begin service under a voluntary extension of enlistment.

Reference
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.
- CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2-I and 10-A
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7.

Transaction Built in SDA II   Begin extension of enlistment.

PMIS/JUMPS Transaction   P198

Policies and Procedures   Information you need to know about this transaction.

- **Effective Date**: Will be the date the voluntary extension of enlistment begins. This transaction must have been preceded by the submission of the "agree to extend enlistment (P154)" transaction. If you are submitting this transaction following a "retained beyond normal expiration of enlistment transaction (P176)", then this "begin extension of enlistment (P198)" transaction and the "agree to extend enlistment (P154)" transaction must have the same effective date. This is also the same date the member becomes qualified for extension of enlistment.

- **New Expiration of Enlistment Date**: This will be the new expiration of enlistment date. If a voluntary re-extension transaction has already been accepted by the member and submitted in PMIS/JUMPS, the new expiration of enlistment date will be the date the re-extension expires. Also, deductible time (if any) is added to the expiration of enlistment date in determining the new expiration of enlistment.

- **Number of Days Excess Leave**: This is used to show the member is in an excess leave status. Review chapter 2-I of the CG Pay Manual if the member has excess leave when completing this portion of the transaction. If the member is in an excess leave status, it is recommended they be counseled on how excess leave debits will effect their pay.

- **Days of Saved Leave the Member Elects to Sell & Days of Regular Leave the Member Elects to Sell**: Members are entitled to sell leave on their first extension of the current enlistment. Review chapter 10-A of the CG Pay Manual prior to completing this portion of the transaction. As a reminder, If a member sells leave in connection with their first extension, payment will be included in the end of month pay following successful processing in PMIS/JUMPS.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "expextbe" for Fast Path ID or press "AEB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Enter a "Y" in begin service under voluntary extension of enlistment transaction. Press 'GO' again. Now begin entering information to begin extension of enlistment.
Note: In the first screen you will see (above) you have the option to choose Re-extension or Extension. This transaction will be for an Extension.

Begin Extension of Enlistment (P198), Continued

Begin Extension of Enlistment Transaction (Screen 1 of 1)			
000-00-0000		BM1	DOE, JOHN
Stat Options	Transactions		
N	Begin Service Under Voluntary Re-extension of Enlistment?		
I Y	Begin Service Under Voluntary Extension of Enlistment?		

Field	Action
Begin Service Under Voluntary Reextension of Enlistment	Enter yes if this is a Begin Reextension.
Begin Service Under Voluntary Extension of Enlistment	Enter yes if this is a Begin Extension.

Begin Service Under Voluntary Extension of Enlistment (Screen 1 of 1)
000-00-0000   BM1   DOE, JOHN
Date Voluntary Extension Begins: <u>12/02/1997</u>   Time: <u>0001</u>   Entry Type:
New Expiration of Enlistment Date : <u>12/01/99</u>   **(Element Code 01)**
Note: If a voluntary re-extension (P159) has been input prior to the voluntary extension begin date, then the New Expiration of Enlistment Date will be the date the re-extension ends. Also, deductible time is added to expiration of enlistment date in determining the new expiration of enlistment date.
Number of days of excess leave: <u>0.0</u>   **(Element Code 05)**
Days of Saved Leave the member elects to sell: <u>0.0</u>   (**Element Code 07**)
Days of Regular Leave the member elects to sell: <u>0.0</u>   **(Element Code 08)**

Field	Action
Date Voluntary Extension Begins	Enter the date the voluntary extension begins.
Time	Enter effective time of personnel action transaction.
New Expiration of Enlistment Date	Enter the New Expiration of Enlistment Date.

Note: The "Agree To Extend Enlistment (P154) transaction should have been completed prior to this transaction. If it was not input into PMIS/JUMPS the following message will appear on the SDA II screen when you have finished entering the information above and press go."

"**The system does not recognize a first extension on the mbr. Need to check AMDHAL. You might need to do a first extension on the member**"

PMIS/JUMPS Effect   The Begin Extension of Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 62 (leave sold/carried forward)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and Deletions may be made to this transaction and are done in Transaction Review of SDA II.

Begin Re-extension of Enlistment (P199)

Purpose   This transaction is used to begin service under a voluntary re-extension of enlistment.

Reference   • Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.
                       • CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2-I and 10-A
                       • CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7.

Transaction   Begin re-extension of enlistment.
Built in SDA II

PMIS/JUMPS   P199
Transaction

Policies and   Information you need to know about this transaction.
Procedures

                       • **Effective Date**: Will be the date the voluntary re-extension of enlistment begins. This transaction must have been preceded by the submission of the "agree to re-extend enlistment (P159)" transaction. If you are submitting this transaction following a "retained beyond normal expiration of enlistment transaction (P176)", then this "begin re-extension of enlistment (P199)" transaction and the "agree to re-extend enlistment (P159)" transaction <u>must have the same effective date.</u> This is also the same date the member becomes qualified for re-extension of enlistment.

                       • **New Expiration of Enlistment Date**: This will be the <u>new</u> expiration of enlistment date. If additional voluntary re-extension transactions have already been accepted by the member and submitted in PMIS/JUMPS, the new expiration of enlistment date <u>will be the date all the re-extensions expire</u>. Also, deductible time (if any) is added to the expiration of enlistment date in determining the new expiration of enlistment.

                       • **Member is not entitled to sell any leave on a reextenstion.**

Begin Re-Extension of Enlistment (P199), Continued

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "expextbe" for Fast Path ID or press "AEB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Enter a "Y" in begin service under voluntary re-extension of enlistment transaction. Then press 'GO'. Now begin entering information to begin re-extension of enlistment.
Note: In the first screen you will see (above) you have the option to choose Re-extension or Extension. This transaction will be for an <u>Re-extension.</u>

Begin Extension of Enlistment Transaction (Screen 1 of 1)
000-00-0000   ET2   SMITH, JANE

Stat   Options   Transactions

I <u>Y</u>   Begin Service Under Voluntary Re-extension of Enlistment?
   N   Begin Service Under Voluntary Extension of Enlistment?

Begin Service Under Voluntary Re-extension of Enlistment (Screen 1 of 1)
000-00-0000   ET2   SMITH, JANE

Date Voluntary Re-Extension Begins: <u>01/16/1998</u>   Time: <u>0001</u>   Entry Type:

New Expiration of Enlistment Date :   <u>01/15/01</u>   **(Element Code 01)**
Note: If additional re-extensions (P159) have been input
prior to this voluntary re-extension begin date, the
new expiration of enlistment date will be the date all
re-extensions expire. Also, deductible time is added
to expiration or enlistment date in determining the new
expiration of enlistment date.

Note: The "Agree To Re-extend Enlistment (P159) transaction should have been completed prior to this transaction. If it was not input into PMIS/JUMPS the following message will appear on the SDA II screen when you have finished entering the information above and have pressed <go>.

"**The system does not recognize a re-extension on the member. Are you sure you want this to be a begin RE-EXTENSION? Please check AMDHAL".**

Field	Action
Date Voluntary Re-Extension Begins	Enter the date the voluntary re-extension begins.
Time	Enter effective time of personnel action transaction.
Entry Type	This is not updateable
New Expiration of Enlistment Date	Enter the new Expiration of Enlistment date.

Continued on next page

Begin Re-Extension of Enlistment (P199), Continued

PMIS/JUMPS Effect   The Begin Re-extension of Enlistment transaction updates the following in PMIS/JUMPS:

- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and Deletions may be made to this transaction and are done in Transaction Review of SDA II.

Discharge (P203)

The Discharge (P203) transaction is in Chapter 8 (event preparation)

Appointment Terminated (P214)

The Appointment Terminated (P214) transaction is in the Discharge event in Chapter 8 (event preparation)

Resumption Of Enlisted Status Upon Termination As A Temporary Officer (P216)

For a member who will resume enlisted status upon termination as a temporary officer, Contact HRSIC/MAS for Guidance

Record Reserve MGIB Eligibility Status (P230)

The P230 transaction is in Reserve Unique Transactions, Section 2-B.

Declare Member Missing (P231)

Purpose   This transaction is used when declaring a member missing.

Reference
- CG Pay Manual, COMDTINST M7220.29, Chapter 9
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 8
- CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 10-B

Transaction Built in SDA II   Declare Member Missing.

PMIS/JUMPS Transaction   P231

Policies and Procedures   Information you need to know about this transaction:

- **Effective time and date** will be the date a member is declared missing. The correct time must be used.

- **Active duty pay** and allowances will continue for regular Coast Guard members and reserve members on extended active duty. For regular and reserve members a Retained Beyond Normal Expiration of Enlistment (P176) transaction may also be required to extend expiration of enlistment (i.e, expected active duty termination date for active duty members and expected loss date for reserves).

- **For reserve members** on active duty for 140 days or more, it may be necessary to submit an Amend Reserve Expected Active Duty Termination Date (P191) transaction to extend the period of active duty authorized.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P231" for Fast Path ID or press "BCC" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to declare a member missing.

Declare Member Missing (Screen 1 of 1)
000-00-0000   QM2   GOODBYE, JOSEPH
Effective Date: <u>10/16/1997</u>   Effective Time: <u>0001</u>   Entry Type:

Field	Action
Effective Date	Enter the date the member was declared missing.
Effective Time	Enter the effective time.
Entry Type	This is not an updateable field.

Continued on next page

Declare Member Missing (P231), Continued

PMIS/JUMPS   The declare member missing transaction updates the following in PMIS/JUMPS:
Effect

- Segment 57 (status code)

Corrections   Only deletions may be made to this transaction, and are done in Transaction Review
and Deletions   of the SDA II system.

Return Member From Missing (P232)

Purpose   This transaction is used when returning a member from missing status.

Reference
- CG Pay Manual, COMDTINST M7220.29, Chapter 9
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 8
- CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 10-B

Transaction   Return Member From Missing.
Built in SDA II

PMIS/JUMPS   P232
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **Effective time and date** will be the date a member's new status becomes effective. The correct time must be used.

- **Submit this transaction** only when a declare member missing (P231) transaction has been previously submitted.

- **Determination of the member** to be, or has been UA, deserter, or dead, delete previously submitted declare member missing (P231) transaction and submit the appropriate transaction to reflect the members status. The "declare member missing" and "return member from missing" transactions apply only when status of absence is determined to be missing.

Fast Path ID   If not creating this transaction in an event, enter "P232" for Fast Path ID or press
and Data Entry   "BCE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to return member from missing status.

Return Member from Missing (Screen 1 of 1)
000-00-0000   QM2   GOODBYE, JOSEPH
Effective Date: <u>11/12/1997</u>   Effective Time: <u>0001</u>   Entry Type:

Field	Action
Effective Date	Enter effective date the member returned from a missing status.
Effective Time	Enter the effective time.

PMIS/JUMPS   The return member from missing transaction updates the following in
Effect   PMIS/JUMPS:

- Segment 57 (status code)

Corrections   Only deletions may be made to this transaction, and are done in Transaction Review
and Deletions   of the SDA II system.

Declare Member A Deserter (P240)

Purpose   This transaction is used when declaring a member a deserter.

Reference
- CG Pay Manual, COMDTINST M7220.29, Chapter 2
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 8
- CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 10-B

Transaction   Declare Member a Deserter.
Built in SDA II

PMIS/JUMPS   P240
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **Effective date** should be the 30th calendar day of a member's absence, unless declared a deserter earlier in accordance with the CG Personnel Manual, Chapter 8. Effective time is required.

- **Active duty pay and allowances:** See chapter 2 of the CG Pay Manual for rules governing pay entitlements for a deserter.

Fast Path ID   If not creating this transaction in an event, enter "P240" for Fast Path ID or press
and Data Entry   "AIF" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to declare a member a deserter.

Declare Member a Deserter (Screen 1 of 1)
000-00-0000   SA   DESERTER, JOHN
Effective Date: <u>11/18/1997</u>   Effective Time: <u>0001</u>   Entry Type:

Field	Action
Effective Date	Enter the date the member was declared a deserter.
Effective Time	Enter the effective time.
Entry Type	This is not an updateable field.

PMIS/JUMPS   The declare member a deserter transaction updates the following in PMIS/JUMPS:
Effect

- Segment 57 (status code)

Corrections   Only deletions may be made to this transaction, and are done in Transaction Review
and Deletions   of the SDA II system.

Cancel Enlistment (P253)

The Cancel Enlistment (P253) transaction is in the Discharge event in Chapter 8 (event preparation)

Report Death Of A Member (P266)

Purpose   This transaction is used to report a member died.

Reference
- CG Pay Manual, COMDTINST M7220.29, Chapter 10
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 18
- CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 6

Transaction Built in SDA II   Report Death of a Member.

PMIS/JUMPS Transaction   P266

Policies and Procedures   Information you need to know about this transaction:

- **Effective time** is required.

- **Active duty pay and allowances** will stop on the day death occurs.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P266" for Fast Path ID or press "BCB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to declare a member a deserter.

```
                Death of a Member (Screen 1 of 1)
        000-00-0000              FN          DOE, DONALD


Effective Date: 11/19/1997     Effective Time: 0001      Entry Type:
```

Field	Action
Effective Date	Enter the date of death.
Effective Time	Enter the effective time.
Entry Type	This is not an updateable field.

PMIS/JUMPS Effect   The report death of a member transaction updates the following in PMIS/JUMPS:

- All segments in the members JUMPS account will close. Pay and allowances and all allotments stop.

Corrections and Deletions   Only deletions may be made to this transaction, and are done in Transaction Review of the SDA II system.

Change Qualification Code for Enlisted Personnel (304)

(Add and/or Delete Qual Codes)

Purpose	This transaction is used to add and/or delete qualification codes for enlisted personnel.
Reference	• CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C • Enlisted Qualification Codes Manual, M1414.9 (series)
Transaction Built in SDA II	Change Qualification Code for Enlisted Personnel.
PMIS/JUMPS Transaction	304
Policies and Procedures	Information you need to know about this transaction:

- **Effective date** will be the date this transaction is prepared.

- **Qualification code date** will be the date it was assigned to the member. You may add up to 4 and delete up to 4 qualification codes per transaction. If more changes are needed, submit an additional transaction with a **later effective time**.

- **Maximum number of qualification codes** that can be recorded in PMIS/JUMPS on a member is 12.

- **Always check PMIS/JUMPS Online Inquiry** page 9 (Education & Training Information) of the PMIS data base prior to completing this transaction. This is to ensure adding or deleting a qualification code will not be duplicated and to check the maximum amount of 12 qual codes will not be exceeded.

- **Delete existing qualification codes** on a member by answering "Y" under "Delete" in screen 1 of 1 of this transaction.

Change Qualification Code for Enlisted Personnel (304), Continued

(Add and/or Delete Qual Codes)

Fast Path ID and Data Entry — If not creating this transaction in an event, enter "304-Q" for Fast Path ID or press "BBF" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to change add and/or delete qualification codes for enlisted personnel.

```
          Change Qualification Code for Enlisted Personnel (Screen 1 of 1)
                000-00-0000          GM3          CANNON, JOHN
      Effective Date: 11/19/1997    Effective Time: 0001    Entry Type:

   New Qual Code   Effective                Existing Code  Effective   Delete
        ES        11/10/1997 (Element Code 86)  1. ER     11/12/1993  Y (Element code 85)
        EP        11/10/1997 (Element Code 86)  2. 02     10/05/1991  N (Element code 85)
        __        __/__/____ (Element Code 86)  3.
        __        __/__/____ (Element Code 86)  4.
                                                5.
                                                6.
                                                7.
                                                8.
                                                9.
                                               10.
                                               11.
                                               12.
```

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Entry Type	This field is not updateable.
New Qual Code/ Existing Code	A maximum of 12 qualification codes may be entered in PMIS/JUMPS. If the 12 fields on PMIS Page 9 (Online Inquiry) are full, delete an existing code when entering a new one.
Effective Date	Enter the effective date next to codes to be deleted.
Delete	Enter "Y"

PMIS/JUMPS Effect — The change qualification code for enlisted personnel transaction updates the following in PMIS/JUMPS:

- Page 9 (Education & Training Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

Corrections and Deletions — Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Diving Qualification Lapse Date (304)

Purpose   This transaction is used to record a members dive qualification lapse date for
                       officers and enlisted personnel.

Reference   • CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series),
                         Chapter 4-C
                       • Enlisted Qualification Codes Manual, M1414.9 (series)
                       • CG Diving Policies and Procedures Manual, COMDTINST M10560.4 (series)
                       • CG Pay Manual, COMDTINST M7220.29, Chapter 4

Transaction   Diving Qualification Lapse Date.
Built in SDA II

PMIS/JUMPS   304
Transaction

Policies and   Information you need to know about this transaction:
Procedures

                       • **Effective date** will be the date this transaction is prepared.

                       • **Dive qualification lapse date** will be the date the dive qualification lapses on a
                         member. No member will be entitled to receive diving pay after the lapse date.

Fast Path ID   If not creating this transaction in an event, enter "304-D" for Fast Path ID or press
and Data Entry   "BBJ" from the Main Menu Screen in SDA II. Enter the member's SSN or last
                       name and press 'GO'. Then press 'GO' again. Now begin entering information to
                       change diving qualification lapse date for officers and enlisted personnel.

+---+
| Diving Qualification Lapse (Screen 1 of 1) |
| 000-00-0000   BMC   SWIMMER, ROBERT |
| Effective Date: <u>11/20/1997</u>   Effective Time: <u>0001</u>   Entry Type: |
| |
| Dive Qualification Lapse Date: <u>11/15/97</u> (**Element Code 88**) |
+---+

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Dive Qualification Lapse Date	Enter the date the Diving Qualification lapsed.

PMIS/JUMPS   The diving qualification lapse date transaction updates the following in
Effect   PMIS/JUMPS:

                       • Segment 10. Dive pay will stop.

Corrections   Corrections and deletions may be made to this transaction and are done in
and Deletions   Transaction Review of the SDA II system.

Change Aviator Qualification (304)

Purpose   This transaction is used to change an aviator's qualification code.

Reference
- CG Pay and Personnel Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C
- Enlisted Qualification Codes Manual, M1414.9 (series)
- CG Pay Manual, COMDTINST M7220.29 (series), Chapter 5

Transaction Built in SDA II   Change Aviator Qualification.

PMIS/JUMPS Transaction   304

Policies and Procedures   Information you need to know about this transaction:

- **Effective date** will be the date this transaction is prepared.

- **Use the help wheel (F2)** to find the correct aircraft type, wing type, highest qualification, and ship - helicopter qualification for this transaction.

- **Element codes created** in this transaction are:

Element Code	Description	Element Code	Description
69	HH65	70	C4
71	C11	72	E2
73	HC130	74	HH60
76	HU16	77	HU25
78	Other Aircraft (may use up to 4 times per transaction)	79	(1 character) L = Lapsed or Q = Qualified
80	Total Rotary Time (5 digits in nearest whole hours	81	Total flying time (5 digits in nearest whole hours)

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "304-AV" for Fast Path ID or press "BBB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to change an aviator's qualification code.

Change Aviator Qualification (304), Continued

Fast Path ID and Data Entry, Continued

```
                    Change Aviator Qualification (Screen 1 of 1)
               000-00-0000              LT          PILOT, JOHN
           Effective Date: 11/21/1997    Effective Time: 0001    Entry Type:


                          Aviator Qualification Codes
        Aircraft              Wing                  Highest
        Type                  Type                  Qualification
        HC130  (Element Code 69-78)    ____  (Element code 78)   AC  (Element code 69-78)
        ____                  ____                  ___
        ____                  ____                  ___
        ____                  ____                  ___


        Ship - Helicopter Qualification: Q (Element code 79)
                      Total Rotary Time: 01200 (Element code 80)
                      Total Flying Time: 01600 (Element code 81)
```

Field	Action
Effective Date	Enter the effective date.
Effective Time	Enter 0001.
Aircraft Type	Enter the identification number of the aircraft. Help Wheel available.
Wing Type	Up to four additional fields may be used under "wing type" to indicate fixed or rotary qualifications for aircraft not listed in the help wheel under "aircraft type". Use a 5 or 6 Character Code that indicates the aircraft type, aircraft designation, and member's qualification by combining codes; such as the two following examples: <u>Wing Type</u> + <u>Aircraft Type</u> <u>Highest Qualification Held</u> <u>Element</u> F = Fixed Wing TH57 A = Aircraft Commander FTH57A R = Rotary Wing T28 F = First Pilot RT28F
Highest Qualification	Enter the two or three alpha descriptive code designation. Help Wheel available.
Ship-Helicopter Qualification	Enter whether member is: L = Lapsed or Q = Qualified.
Total Rotary Time	Enter amount in nearest whole hours.
Total Flying Time	Enter amount in nearest whole hours.

When you have completed entering the information in screen 1 of 1 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The change aviator qualification code transaction updates the following in PMIS/JUMPS:

- Page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Record Award Information (305)

Purpose	This transaction is used to add or delete an award code.
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Enclosure 10 • Medals and Awards Manual, COMDTINST M1650.25 (series)
Transaction Built in SDA II	Record Award Information
PMIS Transaction	305
Policies and Procedures	Information you need to know about this transaction: • The award date is the date the award was approved by the award approving authority (not the award presentation date). • Use the award codes that are in SDA II when filling out the Award Name Field.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "305" for Fast Path ID or press "BCH" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Then enter the highest level of education on the member into the system and press 'GO'.

```
                Record Award Information (Screen 1 of 1)
          000-00-0000          SABM                DOE, JOHN

        Effective Date:  10/06/1997     Effective Time:  0001     Entry Type:

            Additions                          Deletions
        Award Name and Date               Award Name and Date
  HC    Coast Guard Achievem   04/01/1997   __ _____  __/__/____  (See Note Below)
  __    _____  __/__/____   __ _____  __/__/____
  __    _____  __/__/____   __ _____  __/__/____
  __    _____  __/__/____   __ _____  __/__/____

  Note:  Add Award Name and Date creates Element Code 01.
         Delete Award Name and Date creates Element Code 02.
```

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created (the system will not allow an earlier date).
Effective Time	Enter effective time of transaction.
Additions Award Name and Date	Enter the Award Code and date. See 3PM Enclosure (10).
Deletions Award Name and Date	Enter the Award Code and date to delete. See 3PM Enclosure (10).

Record Award Information (305), Continued

PMIS/JUMPS
Effect

This transaction updates the following in PMIS/JUMPS:

- Updates page 3 (Medals and Awards Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

Corrections
and Deletions

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Report Scores From ASVAB Retest (320)

Purpose	This transaction is used to report scores from an ASVAB retest.
Reference	• Training and Education, COMDTINST M1500.10 (series) • Personnel & Pay Procedures Manual, HRSICINST M1002. (series), Chapter 4
Transaction Built in SDA II	Report Scores From ASVAB Retest.
PMIS/JUMPS Transaction	320

Policies and Procedures

Information you need to know about this transaction:

• **Effective date** will be the date this transaction is prepared not the retest date.

• **Retest date must** be equal to or prior to the effective date of the transaction.

• **If more than 9 retest scores are used**, SDA II will create 2 of these transactions with an effective time 5 minutes apart. Note: Each transaction can only have a total of 12 element codes. Including 99 (end). This is why SDA II will create the additional transaction when more than 9 retest scores are used. Report additional ASVAB scores will change from "N" to "Y" on screen 1 of 1 of the transaction driver (the screen displayed prior to the screen above). When a battery test.

• **When a battery test is administered,** two test scores are produced.

   a) A raw test score (which is the number of questions the member answered correctly); and
   b) a standard or converted score.

   For fields 1 through 10 (or element codes 1 thru 10) use the standard, and not the lower raw score. The VE (Verbal Ability) score is not the actual test score, but rather a combination of the WK (Word Knowledge) and PC (Paragraph Comprehension) tests. The VE score is computed as follows:

   1. Add the raw scores for WK and PC.
   2. Then use an ASVAB conversion table to convert this raw VE score to a standard VE score.

• **6 months must elapse** from the previous test score before a member can retest the entire ASVAB/AFQT or individual sub tests. Retest scores take precedence over scores previously entered, even if the retest scores are lower than the scores previously entered.

Continued on next page

Report Scores From ASVAB Retest (320), Continued

Fast Path ID and Data Entry
If not creating this transaction in an event, enter "reasvab" for Fast Path ID or press "BBI" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to report scores from an ASVAB retest.

```
            Report Scores from ASVAB Retest (Screen 1 of 1)
            000-00-0000            SN          SMART, MICHAEL
  Effective Date: 11/24/1997     Effective Time:  0001     Entry Type:

                         GS test score:    __     (Element code 01)
                         AR test score:    66     (Element code 02)
                         WK test score:    __     (Element code 03)
                         PC test score:    __     (Element code 04)
                         NO test score:    __     (Element code 05)
                         CS test score:    __     (Element code 06)
                         AS test score:    __     (Element code 07)
                         MK test score:    __     (Element code 08)
                         MC test score:    __     (Element code 09)
                         EI test score:    __     (Element code 10)
                         VE test score:    __     (Element code 11)

  Test version: 12A    (Element code 13) Retest date: 11/24/1997    (Element code 14)
```

Field	Action
Effective Date	Enter the effective date that the transaction is prepared.
Effective Time	Enter the effective time.
GS Test Score	Enter GS score.
AR Test Score	Enter AR score.
WK Test Score	Enter WK score.
PC Test Score	Enter PC score.
NO Test Score	Enter NO score.
CS Test Score	Enter CS score.
AS Test Score	Enter AS score.
MK Test Score	Enter MK score.
MC Test Score	Enter MC score.
EI Test Score	Enter EI score.
VE Test Score	Enter VE score.
Test Version	Enter the test version.
Retest Date	Enter the retest date.

PMIS/JUMPS Effect
The report scores from ASVAB retest transaction updates the following in PMIS/JUMPS:

- Page 11 (Enlisted Test Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

Corrections and Deletions
Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Change Education Level (324)

Purpose	This transaction is used to update an education code on a member to a level less than a college degree.
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C • Query Manual, HRSICINST M5230.2 (series), Chapter 4
Transaction Built in SDA II	Change Education Level
PMIS Transaction	324

Policies and Procedures Information you need to know about this transaction:

- The effective date of the transaction is the date the transaction is being created.
- Do not use this transaction to report completion of a training program, or attainment of an associate, bachelor, master or PHD degree on a member. Use the Completion of Degree/Training transaction for this type of input.
- To receive a higher education code, the member must provide a transcript from an accredited college. Use the table below to determine the proper PMIS code:

Credits Earned	Highest Level Of Education	PMIS Code
30 SH or 45 QH	1 Year of College	6
60 SH or 90 QH	2 Years of College	7
90 SH or 135 QH	3 or 4 Years of College; Nongraduate	8

Fast Path ID and Data Entry If not creating this transaction in an event, enter "324-edu" for Fast Path ID or press "BBD" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Then enter the highest level of education on the member into the system and press 'GO'.

Change Education Level (Screen 1 of 1)
000-00-0000   SABM   DOE, JOHN

Effective Date: 10/06/1997   Effective Time: <u>0001</u>   Entry Type:

Highest Level of Education: <u>6</u>   (**Element Code 04**)

Field	Action
Effective Time	Enter effective time of transaction.
Highest Level of Education	Enter highest education level code. The help wheel has list of valid codes.

Change Education Level (324), Continued

PMIS/JUMPS
Effect

This transaction updates the following in PMIS/JUMPS:

- Updates page 9 (Education and Training Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

Corrections
and Deletions

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Completion of Degree Training (324)

Purpose	This transaction is used to record the completion of an education degree or training program on a member.
Reference	R Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4-C
	R Query Manual, HRSICINST M5230.2 (series), Chapter 4
Transaction Built in SDA II	Completion of Degree/Training Level
PMIS Transaction	324

Policies and Procedures   Information you need to know about this transaction:

- The effective date of the transaction is the date the transaction is being created.

- **ALL** fields on this transaction must be filled in.

- **Do not** use this transaction to change an education level on a member. Use the Change Education Level transaction for this type of input.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "324-deg" for Fast Path ID or press "BBC" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Then enter the completion of education/training information on the member into the system and press 'GO'.

Completion of Degree/Training (Screen 1 of 1)
000-00-0000   SABM   DOE, JOHN

Effective Date: 10/06/1997   Effective Time: <u>0001</u>   Entry Type:

Field of degree or Training: <u>17</u>   (**Element Code 01**)
Degree awarded or level of
education/training obtained: <u>B</u>   (**Element Code 02**)
Year degree obtained: <u>97</u>   (**Element Code 03**)

Field	Action
Effective Time	Enter effective time of transaction.
Field of degree or Training	Enter major codes.
Degree awarded or level of education/training obtained	Enter Degree Code of A,B,C,D,G,M,P,T,X or Y.
Year degree obtained	Enter year degree was obtained in YY format (e.g., 73, 92).

Completion of Degree/Training (324), Continued

PMIS/JUMPS Effect The Completion of Degree/Training transaction updates the following in PMIS/JUMPS:

- Updates page 9 (Education and Training Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

Corrections and Deletions Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Record Foreign Language Skill (324)

Purpose   This transaction is used to enter a new foreign language skill on a member and allows you to delete an existing foreign language skill.

Reference   Query Manual, HRSICINST M5230.2 (series), Chapter 4

Transaction Built in SDA II   Record Foreign Language Skill

PMIS Transaction   324

Policies and Procedures   Information you need to know about this transaction:

- The effective date of the transaction is the date the transaction is being created.

- If a language skill on a member changes, you must **FIRST** delete the old code and then add the new one. A member can only have one skill in any given language.

Fast Path and Data Entry   If not creating this transaction in an event, enter "324" for Fast Path ID or press "BBG" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Then enter the foreign language skill information on the member into the system and press 'GO'.

```
┌─────────────────────────────────────────────────────────────────┐
│          Record Foreign Language Skill (Screen 1 of 1)            │
│   000-00-0000          SABM               DOE, JOHN               │
│                                                                   │
│  Effective Date:  10/06/1997    Effective Time:  0001    Entry Type: │
│                                                                   │
│       Language Code to Delete:  A      (Element Code 08)          │
│          Skill Level to Delete:  1      (Element Code 08)          │
│                                                                   │
│         New Language Code:  A      (Element Code 09)              │
│            New Skill Level:  2      (Element Code 09)              │
└─────────────────────────────────────────────────────────────────┘
```

Field	Action
Effective Date	Enter the effective date that the transaction is prepared.
Effective Time	Enter the effective time of transaction.
Language Code to Delete	Enter language code.
Skill Level to Delete	Enter language skill level code.
New Language Code	Enter language code.
New Skill Level	Enter language skill level code.

Continued on next page

Record Foreign Language Skill (324), Continued

**PMIS/JUMPS
Effect**

This transaction updates the following in PMIS/JUMPS:

- Updates page 1 (General Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

**Corrections
and Deletions**

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Servicewide, CWO Specialty Information (325)

Purpose This transaction is used to record CWO Candidate specialties and Servicewide Exam information on a member.

Reference
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- Personnel Manual, COMDTINST M1000.6 (series)
- Query Manual, HRSICINST M5230.2 (series)

Transaction Built in SDA II Servicewide, CWO Specialty Information

PMIS Transaction 325

Policies and Procedures
- Information you need to know about this transaction:

- **For servicewide participants taking SWE at a different unit:** This transaction should be used if a member will be taking a servicewide examination at a different unit and the servicewide examination must be sent to another unit other than the member's permanent unit. Future exams will be sent to the member's permanent duty station.
- **For CWO Candidate:** This transaction should be completed on a member prior to 1 February of each year. This transaction must be submitted each year a member participates as a candidate in the CWO selection cycle.

Fast Path ID and Data Entry If not creating this transaction in an event, enter "325" for Fast Path ID or press "BBK" from the Main Menu Screen in SDA II. The following screen should display.

Servicewide, CWO Specialty Information (Screen 1 of 2)

Effective Date 11/07/1997   Effective Time 0001

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen:

Field	Action
Effective Date	Enter the date that the transaction is being prepared.
Effective Time	Enter the effective time.

Servicewide, CWO Specialty Information (325), Continued

Fast Path ID and Data Entry, Continued

After you have entered the information in Screen 1 of 2, press <GO> or F1. The following screen should appear:

Servicewide, CWO Specialty Information (screen 2 of 2)
SSN   Member Name   SWE   CWO   OPFAC   Status
000-00-0000   YNC Roger Dodger   PERS

Once the above screen appears, press <F3>. This will allow you to enter the SSN of the member you are completing the transaction on. Once you have entered the SSN, press <GO>. The following screen should appear.

Servicewide, CWO Specialty Information (screen 1 of 1)
000-00-0000   YNC   DODGER, ROGER
Effective Date: 11/07/1997   Effective Time: 0001   Entry Type:
New Rate: ____
CWO Specialty: PERS
Exam Board District: __
Exam Board OPFAC: _____

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen:

Field	Action
Effective Date	This date is not updateable and is carried over from what was entered on prior screen.
Effective Time	This time is not updateable and is carried over from what was entered on prior screen.

Servicewide, CWO Specialty Information (325), Continued

Fast Path ID and Data Entry, Continued

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen, continued:

Field	Action
New Rate	Enter the rate that the member is taking the exam for (i.e., YN3, MST3, etc..). **Note:** This field should not be updated if one of the following rules are not met: If member is an E-3 and is taking next SWE for E-4 and did not take the last exam then this field needs to be updated. **OR** If member is an E-3 and is taking next SWE for E-4 and took exam in different rating then this field needs to be updated. **OR** If member is an E-4 thru E-6 and requests lateral change in rating and did not take last exam then this field needs to be updated. **This field creates element code 03.**
CWO Specialty	Enter one of the following CWO Specialty codes: **AVI** Aviation Engineering **BNDM** Bandmaster **BOSN** Boatswain **COMM** Communications **ELC** Electronics **F&S** Finance and Supply **MAT** Material Maintenance **MED** Medical Administration **ENG** Naval Engineering **PERS** Personnel Administration **PSS** Port Safety and Security **INF** Public Information **WEPS** Weapons **Note:** This transaction must be submitted by 1 February each year a member participates as a candidate in the CWO selection cycle. See Chapter 1, of the PERSMAN for correct path of advancement for Warrant. **This field creates element code 04.**

Continued on next page

Servicewide, CWO Specialty Information (325), Continued

**Fast Path ID
and Data
Entry,
Continued**

The following is a breakdown of the fields and action to be taken for each field that is displayed on the above screen, continued:

Field	Action
Exam Board District	Enter the District number of the unit where the servicewide examination for the member should be sent to. **This field creates element code 05.**
Exam Board OPFAC	Enter the OPFAC number of the unit where the servicewide examination for the member should be sent to. **This field creates element code 05.**

Once you have entered the information on this screen, press <GO> or F1. The system will take you back to the Servicewide, CWO Specialty Information (Screen 2 of 2). This screen will show you that the transaction is completed on the member. If wanting to create this type of transaction for any other members, press <F3> and enter the SSN for the next member. Continue on until you have completed all members you are wanting to produce this type of transaction on.

**PMIS/JUMPS
Affect**

This transaction updates the following in PMIS/JUMPS:

- Updates page 2 (Miscellaneous Personal Information) of the PMIS screens in the PMIS Data Base.

**Corrections
and Deletions**

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II system.

Height/Weight Measurement (333)

Purpose	This transaction is used to report height and weight measurements.
Reference	• Maximum Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series). • Reenlistment Bonus Programs Administration, COMDTINST 7220.33
Transaction Built in SDA II	Height and Weight Measurement.
PMIS/JUMPS Transaction	333
Policies and Procedures	Information you need to know about this transaction:

- **Effective date** will be the date a member is weighed.

- **Frame sizes** can be found by using the help wheel (F2). Refer to COMDTINST M1020.8 (series) to determine whether or not a member is overweight. Normally this transaction is submitted for member's who are overweight. However, if PERSRU's submit this transaction on member's that are not overweight, frame size, amount overweight, and height are not required fields to be reported on each transaction in SDA II.

- **When Amount overweight or Over Max Body Fat** field is completed PMIS/JUMPS will automatically suspend enlistment bonus payments (EB) and selective reenlistment bonus (SRB) by setting the suspense flag in either segment 30 or segment 42 of the member's JUMPS account. Once the member meets established weight standards, the PERSRU must submit a Suspend, Remove Suspension or Stop SRB, EB (P602) transaction to reinstate EB or SRB payments.

Height/Weight Measurement (333), Continued

Fast Path ID
and Data Entry
In not creating this transaction in an event, enter "333" for Fast Path ID or press "BCG" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to report height and weight measurement.

```
              Height/Weight Measurement (Screen 1 of 1)
     000-00-0000                          LTJG    SMITH, DAVE
    _____

        Effective Date: 11/26/1997    Effective Time:  0001     Entry Type:


                        Member Weight:  205     (Element code 01)
                        Frame size code:  H      (Element code 02)
      Amount Overweight or Percent Overfat:  000.0   (Element code 03)
         (Use 000.0 if not on probation.)
                        Member Height:  72.0    (Element code 04)
```

Field	Action
Effective Date	Enter the effective date the member was weighed.
Effective Time	Enter effective time of transaction.
Member Weight	Enter the member's weight (i.e. 098.5, 155.5).
Frame Size Code	Enter the member's frame size.
Amount Overweight or Over Max Body Fat	Enter amount member is overweight or the percentage over max body fat. (Use "000.0" when member is not on probation).
Member Height	Enter the member's height (i.e. 61.5, 74.0).

PMIS/JUMPS
Effect
The height/weights measurement transaction updates the following in PMIS/JUMPS:

- Segment 30 (suspense flag). Suspend or reinstate EB payments.
- Segment 42 (suspense flag). Suspend or reinstate SRB payments
- Page 2 (Miscellaneous Personnel Information) of the PMIS screens in the PMIS Data Base.

Corrections
and Deletions
Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Completed School (P341)

Purpose   This transaction is used to enter school completion information for all Coast Guard members into PMIS/JUMPS.

Reference
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4
- Training and Education Manual, COMDTINST M1500.10 (series)
- Personnel Manual, COMDTINST M1000.6 (series)
- Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- Pay Manual, COMDTINST M7220.29 (series)
- Query Manual, HRSICINST M5230.2 (series)

Transaction Built in SDA II   Completed School

PMIS Transaction   P341

Policies and Procedures   Information you need to know about this transaction:

- This transaction allows the user to create multiple school completion transactions on a member.
- This transaction should only be used when there is supporting documentation that shows the member completed a school.
- If there is a qualification code that corresponds with the school completion code, then a qualification code should also be entered.
- If completion of a class "A" school entitles a member to a Special Enlistment Bonus (SEP) notify HRSIC (MAS).
- The maximum number of qualification codes a member may have is 12.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P341" for Fast Path ID or press "BBE" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen should display.

```
            School Completion Transactions (Screen 1 of 1)
     000-00-0000              SA              DOE, DONALD
      Effective Date       Effective Time          Tran Status



```

Completed School (P341), Continued

Fast Path ID and Data Entry, Continued

Once the above screen appears, press <F3>. This will allow you to create a School Completion transaction. The following screen should appear once you have pressed <F3>.

School Completion (screen 1 of 1)		
000-00-0000	SA	DOE, DONALD
Effective Date: 10/21/1997	Effective Time: 0001	
School Completed: 000027 Course Title: Environmental	**(Element Code 80)**	
Completion Date: 10/21/1997	**(Element Code 81)**	
New Rating/Designator Due to Advancement: ___	**(Element Code 82)**	
Delete Qualification Code: __	**(Element Code 85)**	
New Qualification Code: __	**(Element Code 86)**	
New Qualification Date: __/__/____	**(Element Code 86)**	

The following is a breakdown of the fields on the School Completed (Screen 1 of 1) and the action to be taken on each field:

Field	Action
Effective Date	This is the effective date the member completed school or is advanced. **This field will only create element code 84 if member is being advanced. If member is not being advanced then this field will not build element code 84.**
Effective Time	Enter the effective time.
School Completed	Enter the six (6) digit school code the member completed. Press F2 for a list of valid school codes. **Note:** There may be school codes that are not listed on the help wheel (F2). This may happen when there are new school codes but the SDA II system has not been updated. Enter the new school code anyway. **This field creates element code 80.**
Course Title	This field is not updateable and is prefilled when the user updates the 'School Completed' field. It is a description of the school the member completed. **Note:** There may be school codes in the system that do not have a Course Title.
Completion Date	Enter the date the member completed school. **This field creates element code 81.**

Completed School (P341), Continued

Fast Path ID and Data Entry, Continued

The following is a breakdown of the fields on the School Completed (screen 1 of 1) and the action to be taken, continued:

Field	Action
New Rating/ Designator Due to Advancement	Enter the new rating the member is being advanced to if member is being advanced (i.e., enter YN3 if member is being advanced from SN). **OR** If member is being advanced and is adding a designator then enter the new rate with designator (enter SNBM if member is being advanced from SA). **Note:** If member is a FA and is being advanced to SNBM, then a Change in Rate transaction will have to be done the day prior to change member from a FA to SA. This should be done for all members who are advanced and are not in the correct path of advancement. **OR** Leave blank if not applicable. **This field creates element code 82.**
Delete Qualification Code	If a qualification code needs to be deleted then enter the qualification code that needs to be deleted. **This field creates element code 85.**
New Qualification Code	If member completed a school and a qualification code needs to be entered, then enter the new qualification code in this field. **This field creates element code 86.**
New Qualification Date	If a new qualification code is being entered then enter the date the member acquired this qualification code. **This field creates element code 86.**

Once you have entered the information on this screen press <GO> or F1. The system will take you back to the School Completion Transactions (Screen 1 of 1). This screen will show you the effective date and time of the transaction and a transaction status of 'C' for completed. If wanting to produce another Completed School transaction, press <F3> again and continue on.

Continued on next page

Completed School (P341), Continued

PMIS/JUMPS
Affect

This transaction updates the following in PMIS/JUMPS:

- Updates page 1 (General Information) and page 8 (Pay Grade History) of the PMIS screens in the PMIS Data Base. **Note:** This will only occur if member is being advanced to next pay grade.
- Updates page 9 (Education and Training Information) of the PMIS screens in the PMIS Data Base.
- Prepares the pay file (JUMPS) by <u>closing prior pay grade segments</u> and <u>opening new pay grade</u> pay entitlement segments that need to be changed due to advancement. **Note:** This will only occur if member is being advanced to next pay grade. If member is not being advanced then JUMPS is not effected by this transaction.

Corrections
and Deletions

Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Member Became U. S. Citizen (P357)

Purpose   This transaction is used to record a change in status from resident alien to U. S. Citizen.

Reference   • PMIS Forms Guide, HRSICINST 5235.1

Transaction   Member Became U. S. Citizen
Built in SDA II

PMIS   P357
Transaction

Policies and   Information you need to know about this transaction:
Procedures

• This transaction can be created at PERSRUs.
• If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a P357.

Fast Path ID   Enter "miscmenu" for Fast Path ID or press "BCD" from the Main Menu Screen in
and Data Entry   SDA II. Then enter the member's SSN or last name and press <GO> or F1.

The following screen 1 of 1 will appear. Press <GO> or F1. The applicable form will print without further screens. The transaction is now complete.

Member Became U. S. Citizen (Screen 1 of 1)		
Stat	Options	
I	Required	Member Became a U. S. Citizen
	N	Member's tax mailing address
	N	Member's state taxes
	N	Member's federal taxes

PMIS/JUMPS   The Member became a U. S. Citizen transaction updates the following in
Effect   PMIS/JUMPS:

• Page 1 (General Information) of the PMIS screens in the PMIS data base.
• Segment 64
• Segment 66

Corrections   Deletions may be made to this transaction.
and Deletions

Begin Unauthorized Absence (P 400)

Purpose   This transaction is used to report a member unauthorized absence (UA).

Reference
- Personnel and Pay Procedures Manual, M1000.2 (series), Chapter 10.
- Personnel Manual, COMDTINST M1000.6 (series) Chapter 8.
- Pay Manual, COMDTINST M7220.29, Chapter 2.

Transaction Built in SDA II   Begin Unauthorized Absence.

PMIS/JUMPS Transaction   P400

Policies and Procedures   Information you need to know about this transaction:

- **Effective date and time** will be the effective date and time the unauthorized absence begins.

- **Pay and allowances will stop** when this transaction is submitted on a member.
  Note: A member in pay grade E4 (with 4 years service or less) and below, may be entitled to payment of two months BAH for support of dependents. See the Pay Manual, Chapter 3-D.

- **Declared a deserter.** If the member is declared a deserter on the same date and time the unauthorized absence begins, submit a declare member a deserter (P240) transaction in lieu of the begin unauthorized absence transaction (P400).

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P400" for Fast Path ID or press "AIE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to report begin unauthorized absence.

Begin Unauthorized Absence (Screen 1 of 1)
000-00-0000   SA   JAMES, GEORGE
Effective Date: 11/15/1997   Effective Time: 0800
Type Entry:

Begin Unauthorized Absence, Continued

Fast Path ID
and Data
Entry,
Continued

Field	Action
Effective Date	Enter the effective date the member began unauthorized absence.
Effective Time	Enter the effective time of the transaction.
Type Entry	This block is not updateable.

PMIS/JUMPS   The begin unauthorized absence transaction updates the following in
Effect   PMIS/JUMPS:

- Segment 30 (suspense flag). Suspend EB payments if applicable.
- Segment 42 (suspense flag). Suspend SRB payments if applicable.
- Segment 57 (pay status).
- Updates page 6 (current unit information) of the PMIS screens in the PMIS data base.

Corrections   Corrections cannot be submitted. Deletions may be made to this
and Deletions transaction and are done in Transaction Review of the SDA II system.

Member Returned From UA/Deserter (P411)

```
                Member Returned from UA/Deserter (Screen 1 of 1)
                000-00-0000              SA        JAMES, GEORGE


        Effective Date: 03/03/1998    Effective Time: 0800    Type Entry:

            Did Member Report to Regular Unit?:  Y  (Element code 01)
Unit to which member reported, If not Regular Unit.:  __ _____    (Element code 02)

            Is Member to be Retained for Duty?:  N  (Element code 03)
         Retained for Confinement/Disc. Action?:  N  (Element code 04)
                  Is Member to be transferred?:  N
  ID of Unit to which Member is to be Transferred:  __ _____    (Element code 05)

                        Date Departed:  02/10/1998 (Element code 07)
                        Date Returned:  03/03/1998 (Element code 08)
               Deductible Time-YYMMDD:  000023     (Element code 09)
```

Purpose   This transaction is used to report a member returning from UA/deserter.

Reference   • Personnel and Pay Procedures Manual, M1000.2 (series), Chapter 10.
    • Personnel Manual, COMDTINST M1000.6 (series) Chapter 8.
    • Pay Manual, COMDTINST M7220.29, Chapter 2.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P411" for Fast Path ID or press "AIG" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to report a member returned from UA/deserter status.

Transaction Built in SDA II   Member Returned From UA/Deserter.

PMIS/JUMPS Transaction   P411

Policies and Procedures   Information you need to know about this transaction:

    • **Prior to submitting this transaction**, review chapter 2 of the Pay Manual, chapter 10 of the Personnel and Pay Procedures Manual, and chapter 8 of the Personnel Manual.

    • **Effective date and time** will be the effective date and time the unauthorized absence or deserter status ends.

    • **A separate P411** transaction must be submitted for each period of unauthorized absence from which a member returns.

Member Returned From UA/Deserter (P411), Continued

Policies and Procedures, Continued

- **Use this transaction for both officer and enlisted** personnel to report a return from unauthorized absence. An officer's unauthorized absence is considered as creditable time. For officers, do not complete Date Departed, Date Returned, or Deductible time fields. Note: As clarified by the DOD Authorization Act, an officer's unauthorized absence is deductible for pay base date purposes. HRSIC (MAS) will adjust leave and Active Duty Base Date after this transaction is submitted on officers.

- **Pay and allowances** will automatically start back up with the same entitlements the member was receiving upon entering an unauthorized status when this transaction processes. If a member is not entitled to the same allowances drawn at the time of departure on unauthorized absence, submit appropriate transactions.

- **If the member was receiving Selective Reenlistment Bonus (SRB)** payments prior to entering an unauthorized absence status, a Suspend, Remove Suspension or Stop SRB transaction must be submitted to reinstitute SRB entitlement. Also, HRSIC (MAS) must be notified so that the member's SRB installment dates can be appropriately adjusted.

- **When a member returns from UA to a unit other than the regular unit**, is retained for duty, and then later transferred back to the old unit, then a PCS departing and reporting event changing the OPFAC's must be submitted.

- **Use the help wheel (F2) to find** "Unit to which member reported, if not regular unit" and "ID of unit to which member is to be transferred".

- **SDA II will automatically calculate the deductible time** using the "Date Departed" and "Date returned". If a member is reporting to other that their regular unit, contact the members regular unit to ascertain the date deductible time began.

PMIS/JUMPS Effect

The member returned from UA/deserter transaction updates the following in PMIS/JUMPS:

- Segment 00 (permanent unit and permanent unit date). Only if the member returns from UA/deserter to a unit other than the regular unit and is subsequently transferred back to old unit.
- Segment 30 (suspense flag). Restart EB if applicable.
- Segment 42 (suspense flag). Restart SRB if applicable.
- Segment 52 (permanent unit) Only if the member returns from UA/deserter to a unit other than the regular unit and is subsequently transferred back to old unit.
- Segment 57 (pay status)
- Segment 62 (deduct) adjusts leave for deductible/bad time.

Continued on next page

Member Returned From UA/Deserter (P411), Continued

PMIS/JUMPS Effect, continued

The member returned from UA/deserter transaction updates the following in PMIS/JUMPS, continued:

- Updates page 5 (contract and service information), page 6 (permanent unit information), and page 7 (prior unit history) of the PMIS screens in the PMIS data base. Only if the member returns from UA/deserter to a unit other than the regular unit and is subsequently transferred back to old unit.

Corrections and Deletions

Deletions and corrections may be made to this transaction and are done in Transaction Review of the SDA II system.

Remove Mark Of Desertion (P425)

Purpose

This transaction is used to remove mark of desertion.

Reference
- Personnel Manual, COMDTINST M1000.6 (series) Chapter 8.

Transaction Built in SDA II

Remove Mark Of Desertion.

PMIS/JUMPS Transaction

P425

Policies and Procedures

Information you need to know about this transaction:

- **Removal of a mark of desertion** is only required if a member has been found not guilty of desertion by courts-martial or nonjudicial punishment. It is not required in every case where a P240 is submitted.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "P425" for Fast Path ID or press "AID" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to remove mark of desertion.

```
         Remove Mark of Desertion (Screen 1 of 1)
    000-00-0000              SA      JAMES, GEORGE

  Effective Date: 12/20/1997   Effective Time: 0900     Type Entry:
```

Field	Action
Effective Date	The effective date will be the date it is determined to remove the mark of desertion, as prescribed in the Personnel Manual, chapter 8.
Effective Time	Enter effective time of transaction.

PMIS/JUMPS Effect

The remove mark of desertion transaction updates the following in PMIS/JUMPS:

- Has no effect on segments or the PMIS screens.

Corrections and Deletions

Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Advancement/Adding Designator (P555)

The Advancement/Add Designator (P555) Transaction is in Chapter 9 (event preparation)

Active Duty Enlistment/Reenlistment Bonus (H600)

Purpose   This transaction is used by PERSRU's to pay enlistment/reenlistment bonuses to eligible recruits and prior service members who enlist in certain critical ratings.

Reference
- Coast Guard Enlisted Bonus (EB) Program, COMDTINST 7220.40
- Reenlistment Bonus Programs Administration, COMDTINST M7220.33

Transaction Built in SDA II   Active Duty Enlistment/Reenlistment Bonus

PMIS Transaction   H600

Policies and Procedures
- Information you need to know about this transaction:

- The Coast Guard implemented policy to encourage new recruits with or without prior service to enlist in certain specialties within the Coast Guard. Members who enlisted in these specialties will be given a bonus of $2,000. For those members with no prior service the bonus will be paid over two equal installments of $1,000. The first half to be paid after completion of recruit training and the second half paid upon completion of Class "A" school. In the case of prior service personnel who already have the qualifying skill, members shall be paid in two equal installments of $1,000, the initial payment made upon entry into the Coast Guard and the second payment made after satisfactorily serving for six months in the designated rating.

Fast Path ID and Data Entry   Enter "BCMA" from the Main Menu Screen in SDA II. Enter the member's SSN, last name, first name and rank (SDA II will complete the member's last name, first name and rank if he/she is already in the data base) press 'GO' or 'F1' until the following screen 1 of 1 appears. Complete the fields.

Active Duty Enlistment/Reenlistment Bonus (Screen 1 of 1)

000-00-0000   SA   DOE, JANE

       Effective Date: <u>05/02/1997</u>   Effective Time: <u>0005</u>   Type entry:

Stop Date of Bonus:	<u>05/01/2002</u>	**(element code 01)**
Active Duty Base Date:	<u>05/02/1993</u>	**(element code 02)**
Object Code:	<u>12653</u>	**(element code 03)**
Dollar Amount of 1st Installment:	<u>01000.00</u>	**(element code 20)**
Total Amount of New Bonus:	<u>02000.00</u>	**(element code 21)**
Number of Installments Payable:	<u>2</u>	**(element code 22)**

Note: There are two other element codes created by this transaction not shown on the above example screen 1 of 1. They are element code 23 (number of installments authorized now) and element code 98 (total dollar amount of element codes 20 and 21). To see all of the element codes on this transaction, you may print the transaction log by pressing <F6> and selecting option B.

Active Duty Enlistment/Reenlistment Bonus (H600), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter the date the transaction is prepared.
Effective Time	Enter 0005.
Stop Date of Bonus	Enter expiration date of applicable enlistment/reenlistment period.
Active Duty Base Date	Enter the member's active duty base date.
Object Code	Enter 12653 for a new recruit with no prior service or enter 12654 for prior service member.
Dollar amount of New Bonus	Enter the dollar amount of the first installment.
Total Amount of New Bonus	Enter the total dollar amount of the bonus.
Number of Installments Payable	Enter the number of installments payable.

When you have completed entering the information in screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Active Duty Enlistment/Reenlistment Bonus transaction updates the following in PMIS/JUMPS:

- Segment 30
- Segment 42
- There is no affect to the PMIS data base.

Corrections and Deletions

Corrections and Deletions may not be made to this transaction.

Suspend, Remove Suspension Or Stop SRB Or EB (P602)

Purpose   This transaction is used to Suspend, Remove Suspension, or Stop Enlistment Bonuses (EB) or Selective Reenlistment Bonus (SRB) payments.

Reference
- Coast Guard Enlistment Bonus Program, COMDTINST 7220.40 (series)
- Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (series)
- Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series)

Transaction Built in SDA II   Suspend, Remove Suspension or Stop SRB or EB.

PMIS/JUMPS Transaction   P602

Policies and Procedures   Information you need to know about this transaction:

- **Review transaction table** (following pages) to determine the appropriate **Effective date** to be used.

- **Element codes created by this transaction:**

    Element code 01   Suspend EB/SRB
    Element code 02   Remove EB/SRB Suspension
    Element code 03   Stop and Recoup EB/SRB
    Element code 04   Effective Date of EB/SRB

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P602" for Fast Path ID or press "AJBK" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to suspend, remove suspension or stop SRB.

Suspend, Remove Suspension or Stop SRB/EB (Screen 1 of 1)	
000-00-0000 FT1 DALLAS, STEVE	
Effective Date: 12/03/1997	Effective Time: 0001
Effective Date of SRB/EB: 12/03/1997	**(Element code 04)**
Action Code: 1 SUSPEND SRB/EB	**(Element code 01)**

Field	Action
Effective Date	Use either the EB Transaction Table or the SRB Transaction Table (as applicable) on the following pages to determine the effective date.
Effective Time	Enter effective time of transaction.
Effective Date of SRB/EB	Enter the effective date of the Selective Reenlistment Bonus or Enlistment Bonus.
Action Code	Enter 1-Suspend, 2-Remove Suspension, or 3-Stop

Suspend, Remove Suspension Or Stop SRB Or EB (P602), Continued

PMIS/JUMPS Effect   The Suspend, Remove Suspension, or Stop SRB/EB updates the following in PMIS/JUMPS:

- Segment 30 (enlistment bonus)
- Segment 42. (selective reenlistment bonus)
- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

ENLISTMENT BONUS (EB) TRANSACTION TABLE

IF THE MEMBER IS RECEIVING AN EB AND THE FOLLOWING OCCURS	MEMBERS EB ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP EB TRANSACTION MUST BE SUMBITTED SHOWING		REFERENCE
	TERMINATED/ RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	
Failure to complete recruit training	X			Date disenrolled	03 04	Encl (1) COMDINST 7220.40
Failure to meet all physical standards to attend "A" school or a Striker Program	X			Date disenrolled	03 04	Paragraph 8.a COMDINST 7220.40
Failure to complete "A" school due to misconduct or academic failure.	X			Date disenrolled	03 04	Paragraph 8.a COMDINST 7220.40
Disenrollment from a Striker Program due to academic, adaptability, or misconduct reasons	X			Date disenrolled	03 04	Paragraph 8.a COMDTINST 7220.40
Loss of rating designator, security clearance due to own fault, refusal to perform duties, or unable to perform duties due to illness or injury caused by own misconduct	X			Date of occurrence	03 04	Paragraph 8.b & 8.c COMDTINST 7220.40
Members placed on the weight program		X		Do not submit this transaction. The Height /Weight measurement (333) transaction will automatically suspend EB payments		Paragraph 8.f COMDINST 7220.40
Member's meeting weight standards after being overweight			X	Date meets weight standards	02 04	Paragraph 8.f COMDTINST 7220.40
Discharged prior to completion of period of service for which EB paid, and discharge not due to reduction in force, disability, dependency, hardship, or reenlistment	X			Do not submit p602. HRSIC (SES) will initiate recoupment action upon receipt of discharge documents submitted iaw Chap 8 of this manual		Paragraph 8.d, COMDTINST 7220.40

Suspend, Remove Suspension Or Stop SRB Or EB (P602), Continued

SRB TRANSACTION TABLE

IF THE MEMBER IS RECEIVING AN SRB AND THE FOLLOWING OCCURS	MEMBERS SRB ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP SRB TRANSACTION MUST BE SUMBITTED SHOWING		REFERENCE
	TERMINATED/ RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	
Authorized to enter OCS, PYA training, or a direct commission program		X		Date of the Commandant letter or message notifying the member of acceptance into the program, unless the member declines to attend.	01 04	Paragraph 3.d.(8) (a) COMDTINST 7220.33
Fails to complete OCS, PYA training, or a direct commission program			X	Date of entry into OCS or officer training	None. Submit a deletion to original transactio n	Paragraph 3.d.(8) (b) COMDTINST 7220.33
Selected for appointment to warrant officer		X		Date of eligibility list showing the member above the cutoff. Unless the member has elected to be removed from the eligibility list	01 04	Paragraph 3.d.(8) (a) COMDTINST 7220.33

Continued on next page

Suspend, Remove Suspension Or Stop SRB Or EB (P602), Continued

SRB TRANSACTION TABLE, continued

IF THE MEMBER IS RECEIVING AN SRB AND THE FOLLOWING OCCURS	MEMBERS SRB ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP SRB TRANSACTION MUST BE SUMBITTED SHOWING		
	TERMINATED/ RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	REF
Reduced from an SRB eligible petty officer rating to a non-petty officer rate	X			Date of reduction	03 04	Paragraph 4.c (1) COMDTINST 7220.33
Advanced after previously reduced from an SRB eligible petty officer rating			X	Date of advancement	02 04	Paragraph 4.c (1) COMDTINST 7220.33
No longer serving in the rating for which the bonus was authorized	X			Effective date of the change in rating	03 04	Paragraph 4.c COMDTINST 7220.33
Violation of weight standards		X		Do not submit this transaction. The Height /Weight measurement (333) transaction will automatically suspend SRB payments		Paragraph 5.b(6) COMDTINST 1020.8
Meets weight standards after being overweight			X	Date meets weight standards	02 04	Paragraph 5.b(6) COMDTINST 1020.8
Found not fit for duty due to own misconduct, or **Loss of security rating** due to own misconduct	X			Date of official misconduct finding	03 04	Paragraph 4.c(2) COMDTINST 7220.33
Discharged prior to completion of period of service for which SRB paid, and discharge not due to hardship, service connected disability, or RIF	X			Do not submit the P602 transaction. HRSIC (SES) will initiate recoupment action upon receipt of discharge documents submitted iaw chap 8 of this manual		Paragraph 4.(a) COMDTINST 7220.33
Reversion to enlisted status from temporary commissioned officer status			X	Do not submit the P602 transaction. Send letter to HRSIC (MAS) enclosing a copy of the "Resumption of enlisted status upon termination as a temporary officer" (P216) transaction		Paragraph 3.d.(8)c COMDTINST 7220.33

Civilian/Supplemental Clothing Monetary Allowance Maintenance (P603)

Purpose   This transaction is used to pay a member civilian/supplemental clothing monetary allowance.

Reference   • Pay Manual, COMDTINST M7220.29 (series), Chapter 3.

Transaction   Civilian/Supplemental Clothing Monetary Allowance Maintenance.
Built in SDA II

PMIS   P603
Transaction

Policies and   Information you need to know about this transaction:
Procedures

• **Effective date** is the date the allowance is authorized. **Review the Pay Manual**, COMDTINST M7220.29, Chapter 3, prior to submitting this transaction.

• **Screen 1 of 1 above** shows the element code that will be created depending on which allowance is selected.

• **Rule code 11** for supplemental clothing allowance is reserved for full time CEA's and should not be used for collateral duty CEA's.

Fast Path ID   If not creating this transaction in an event, enter "MIPACMA" for Fast Path ID or
and Data Entry   press "AJAE" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press 'GO' again. Begin entering Civilian/Supplemental Clothing Monetary Allowance Maintenance information.

Civilian/Supp. Clothing Monetary Allowance Maintenance (Screen 1 of 1)
000-00-0000   BMCS   SMITH, LARRY
Effective Date: 12/01/1997   Effective Time: 0001   Entry Type:

Civilian/Supplemental Clothing Monetary Allowance Categories

    1.   Special Initial   **(Element code 17)**
    2.   Partial Special Initial   **(Element code 18)**
    3.   Special Continuing   **(Element code 19)**
    4.   Special Temporary   **(Element code 20)**
    5.   Supplementary Clothing   **(Element code 16)**

Category: 1
Amount of Allowance: $493.00
Rule Code (used only for Supplemental): 00

Field	Action
Effective Date	Enter effective date the allowance was authorized.
Effective Time	Enter effective time of transaction.
Category	Enter the number of the category.
Amount of Allowance	Enter amount for Civilian/Supp. Clothing Monetary Allowance.
Rule Code (used only for Supplemental)	Enter the rule code to use for Supplemental Allowance. Press <F2> for help wheel and a list of the codes.

Civilian/Supplemental Clothing Monetary Allowance Maintenance (P603), Continued

PMIS/JUMPS Affect   This transaction updates the following in PMIS/JUMPS:

- Segment 43.

- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions   Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Start Pro-Rated BAS (P603)

Purpose   This transaction is used to start Pro-Rated BAS.

Reference   • Pay Manual, COMDTINST M7220.29 (series), Chapter 3.

Transaction   Start Pro-Rated BAS.
Built in SDA II

PMIS   P603
Transaction

Policies and   Information you need to know about this transaction:
Procedures

• **Review the Pay Manual**, COMDTINST M7220.29, Chapter 3, prior to submitting this transaction. **Note**: <u>This entitlement was formerly known as the old Partial BAS. A new entitlement became effective 1 January 1998 for member's receiving RIK at their units. This new entitlement was named "Partial BAS".</u>

Fast Path ID   If not creating this transaction in an event, enter "PADJPBAS" for Fast Path ID or
and Data Entry   press "AJBB" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press 'GO' again. Begin entering information to start Pro-Rated BAS.

```
┌─────────────────────────────────────────────────────────────────────┐
│              Start Pro-Rated BAS (Screen 1 of 1)                      │
│       000-00-0000              MK2      BROWN, WILLIAM                 │
│  Effective Date: 11/30/1997    Effective Time: 0001    Entry Type:    │
│                                                                       │
│              Number of Breakfast Meals:  005                          │
│              Number of Dinner Meals:  005                             │
│              Number of Supper Meals:  005                             │
└─────────────────────────────────────────────────────────────────────┘
```

Field	Action
Effective Date	The effective date will be the last day of the month. Submit a separate transaction for each month a member is entitled to Pro-Rated BAS.
Effective Time	Enter effective time of transaction.
Number of Breakfast Meals	Enter the number of breakfasts to which member is entitled.
Number of Dinners Meal	Enter the number of dinners to which member is entitled.
Number of Supper Meals	Enter the number of suppers to which member is entitled.

PMIS/JUMPS   This transaction updates the following in PMIS/JUMPS:
Affect

• Segment 43.

• Has no effect on the PMIS screens in the PMIS data base.

Corrections   Corrections and Deletions may be done to this transaction and are done in Transaction
and Deletions   Review of the SDA II System.

Start Supplemental BAS (P603)

Purpose	This transaction is used to start supplemental BAS.
Reference	• Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Start Supplemental BAS.
PMIS Transaction	P603
Policies and Procedures	Information you need to know about this transaction:

• **Review the Pay Manual**, COMDTINST M7220.29, Chapter 3, prior to submitting this transaction.

Fast Path ID and Data Entry If not creating this transaction in an event, enter "PADJSBAS" for Fast Path ID or press "AJBC" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press 'GO' again. Begin entering information to start Supplemental BAS.

Start Supplemental BAS (Screen 1 of 1)
000-00-0000   ET1   LEE, MARTIN
Effective Date: <u>10/31/1997</u>   Effective Time: <u>0001</u>   Entry Type:
Number of Breakfast Meals: <u>012</u>
Number of Dinner Meals: <u>012</u>
Number of Supper Meals: <u>012</u>

Field	Action
Effective Date	The effective date will be the last day of the month. Submit a separate transaction for each month a member is entitled to Supplemental BAS.
Effective Time	Enter effective time of transaction.
Number of Breakfast Meals	Enter the number of breakfasts to which member is entitled.
Number of Dinners Meal	Enter the number of dinners to which member is entitled.
Number of Supper Meals	Enter the number of suppers to which member is entitled.

PMIS/JUMPS Affect This transaction updates the following in PMIS/JUMPS:

• Segment 43.

• Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Start Fractional COLA (P603)

Purpose   This transaction is used to start fractional COLA.

References
- Joint Federal Travel Regulations (JFTR), Chapter 9.
- Pay Manual, COMDTINST M7220.29 (series), Chapter 3.

Transaction   Start Fractional COLA.
Built in SDA II

PMIS   P603
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **Review the JFTR**, Chapter 9, prior to submitting this transaction.

- **Multiple start fractional COLA transactions** can be created by the user.

- **Effective time** for the first transaction on a member will default to 0005. Any additional start fractional COLA transactions for the member will default 5 minutes later. (i.e., 2nd transaction will be 0010, 3rd transaction will be 0015, etc.).

Fast Path ID   If not creating this transaction in an event, enter "PADJCOLA" for Fast Path ID or
and Data Entry   press "AJBD" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The Following screen will display.

```
                    Start Fractional COLA (Screen 1 of 1)
       000-00-0000                              ET1      DOE, DONALD
     Effective         Effective        Meal        Locality       Number       Trans
     Date              Time             Type         Code         of Meals     Status
```

Start Fractional COLA (P603), Continued

Fast Path ID and Data Entry, continued   When the above screen is displayed, press <F3>. The following screen will appear. This will allow you to create one start fractional COLA transaction. Begin completing the fields.

Start Fractional COLA (Screen 1 of 1)					
000-00-0000			ET1	DOE, DONALD	
Effective Date	Effective Time	Meal Type	Locality Code	Number of Meals	Trans Status
12/31/97	005	Breakfast	AK085	010	C

Field	Action
Effective Date	Effective date will be the last day of the month. Submit a separate transaction for each month a member is entitled to fractional COLA.
Meal Type	Enter B-Breakfast, D-Dinner or S-Supper.
Locality Code	Enter the five digit locality code. Press <F2> for help wheel and a list of the codes.
Number of Meals	Enter the number of meals. They will be expressed in 3 digits (i.e., 10 breakfast meal types is entered as 010).

Once you have entered the information on this screen, press <GO> or F1. The system will take you back to the Start Fractional COLA Transaction (Screen 1 of 1). This screen will show you the effective date and time of the transaction and a transaction status of 'C' for completed. If wanting to produce another Start Fractional COLA transaction on the same member, press <F3> again and continue on. Or you may press <shift F6> or <next page> to return to the main menu page.

PMIS/JUMPS Affect   This transaction updates the following in PMIS/JUMPS:

- Segment 29

- Has no affect on the PMIS screens in the PMIS data base.

Corrections and Deletions   Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Miscellaneous Credit To Member's Account (H604)

Purpose   This transaction is used for a miscellaneous credit to a members account.

Reference
- Pay Manual, COMDTINST M7220.29 (series)
- Query Manual, HRSICINST M5230.2 (series)

Transaction Built in SDA II   Miscellaneous Credit to Member's Account.

PMIS/JUMPS Transaction   H604

Policies and Procedures   Information you need to know about this transaction:

- **The following unit can submit this transaction with specified object codes. Only HRSIC can establish other types of miscellaneous credits and/or debits to a member's pay account:**

Unit	Object Code(s)
NOAA	11305, 12308

- **Transaction amount** will be up to 7 digits ($50.00 = 00050.00)

- **Fiscal year** will be one digit alpha/numeric. Use the last digit of the fiscal year for the current and for the two prior fiscal years. Use "M" if credit was earned more than two years prior to the current fiscal year. For example, if this transaction is prepared in FY-98, use "8". If prepared for credit earned in 1994, use "M". This info is also available on the help wheel (F2).

- **Tax deduction codes** will automatically be filled in by SDA II depending on which object code is used. Tax deduction codes are:

Codes	Explanation
0	(Zero) Nontaxable
1	FITW & SITW
2	FICA
3	FITW, SITW, and FICA
4	28 % one time deduction for FITW and when applicable SITW
5	28 % one time deduction for FITW, FICA, and SITW. Applies to adjustments in basic pay only.

Miscellaneous Credit To Member's Account (H604), Continued

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "PACTCRED" for Fast Path ID or press "AJE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information for a miscellaneous credit to a members account.

```
            Miscellaneous Credit To Member's Account (Screen 1 of 1)
                 000-00-0000            TC2      DOE, BETTY

       Effective Date: 12/05/1997       Effective Time: 0001    Entry Type:

         Object Code:   1295      Enlisted - Miscellaneous Credit for  (Element code 01)
  Transaction Amount:   00050.00   (Element code 11)
 Fiscal Year Indicator: 8          (Element code 13)
   Tax Deduction Code:  4          (Element code 12)
```

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Object Code	Enter an object code.
Transaction Amount	Enter the amount of the transaction (i.e. 01200.00).
Fiscal Year Indicator	Enter the Fiscal Year Indicator.

PMIS/JUMPS Effect   The miscellaneous credit to a members account updates the following in PMIS/JUMPS:

- Segment 43.

- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions   Corrections and deletions <u>may not</u> be made to this transaction.

Advance Pay Paid Through PMIS/JUMPS (H605) <u>Online</u>

Purpose	This transaction is used to pay a member advance pay online through PMIS/JUMPS.
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), • Chapter 6 and Enclosure (1). • Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay.
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: • **Review above references** prior to submitting this transaction on a member. There are several important polices governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "MIPAADUP" for Fast Path ID or press "AJAF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

```
          Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
      000-00-0000                          RDC        BALL, JAMES
  Stat        Options              Transactions
              _____            Advance Payments
              N                    Advance Pay
              N                    Advance Pay and Allowances
              N                    Advance BAH
              N                    Advance Overseas Housing Allowance
```

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter "N" on blank line beside Advance Payments. Then enter "Y" on blank line beside Advance Pay. Your screen should now look as follows:

```
          Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
      000-00-0000                          RDC        BALL, JAMES
  Stat        Options              Transactions
              Online               Advance Payments
              Y                    Advance Pay
              N                    Advance Pay and Allowances
              N                    Advance BAH
              N                    Advance Overseas Housing Allowance
```

continued next page

Advance Pay Paid Through PMIS/JUMPS (H605) <u>Online,</u> Continued

Fast Path ID and Data Entry, Continued

Now Press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the advance pay worksheet. Use the member's latest LES (Leave and Earnings Statement).

Advance Pay Worksheet (Screen 1 of 2)
000-00-0000   RDC   BALL, JAMES

Basic Pay:	<u>$2,237.10</u>
SGLI:	<u>$17.00</u>
Federal, State & FICA:	<u>$334..37</u>
Dependent Dental Premium:	<u>$19.09</u>
Other Monthly Deductions:	<u>$00.00</u>
Total Deductions:	<u>$370.46</u>
Final Calculated Total:	<u>$1866.64</u>
Months Required for Advance Pay:	<u>3</u>
Total Advance:	<u>$5599.92</u>

Field	Action
Basic Pay	Enter the members monthly basic pay amount.
SGLI	Enter the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank.
Federal, State, and FICA	Enter the total monthly Federal, State, and FICA amount.
Dependent Dental Premium	Enter the monthly amount. It will be listed on the LES as "Family Dental". If the member has not elected Family Dental coverage, then leave blank.
Other Monthly Deductions	Enter any other valid monthly deductions <u>other than</u> <u>allotments</u>. Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.).
Total Deductions	SDA II will automatically complete this field when the above information is provided.
Final Calculated Total	SDA II will automatically complete this field when the above information is provided. This amount is the net amount of 1 month's advance pay.
Months Required for Advance Pay	Enter how many months advance pay the member is requesting. Cannot exceed 3 months.
Total Advance	SDA II will automatically complete this field when all of the above information is provided. This is the net amount of advance pay the member will be receiving.

Continued next page

Advance Pay Paid Through PMIS/JUMPS (H605) <u>Online,</u> Continued

Fast Path ID and Data Entry, Continued

When you have completed the above worksheet, press <GO> or <F1>. The following screen 2 of 2 will appear.

Online Advance Payments (Screen 2 of 2)		
000-00-0000	RDC	BALL, JAMES
Effective Date: <u>12/10/1997</u> Effective Time: <u>0001</u>		Type Entry:
Amount Paid: <u>$5,596.83</u>		**(Element code 20)**
Number of Installments to Repay: <u>12</u>		**(Element code 22)**
New Installment Amount: <u>$466.40</u>		**(Element code 21)**

Note: There are two other element codes created by this transaction, but are not shown on the above example screen, and they are element code 02 (advance pay paid through PMIS/JUMPS) and element code 98 (total dollar amount of element codes 20 and 21). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Effective Date	Enter the date the transaction is prepared or the date the transaction is to be transmitted. SDA II will <u>not</u> transmit the H605 until the effective date is reached. **Be alert to how the effective date corresponds to PMIS/JUMPS polling cut off dates and pay days. For example, if a member is expecting the advance pay in their 15th of the month pay day, this transaction must process prior to the PMIS/JUMPS mid month compute transmittal cutoff date. If the member is expecting the advance pay in their 1st of the month pay day, this transaction must process prior to the PMIS/JUMPS end month compute transmittal cutoff date.**
Effective time	Enter the effective time.
Type Entry:	This field is not updateable. Leave blank.
Amount Paid	SDA II automatically completes this field.
Number of Installments to Repay	Enter the amount of months the member elects to repay the advance pay. As a reminder, any time longer than 12 months must be approved by the member's Commanding Officer.
New Installment amount	SDA II automatically completes this field.

When you have completed the worksheet press <GO> or <F1>. You will return to the original screen 1 of 1. Press <Go> or <F1> again. You will the SDA II main menu. Your transaction is complete.

Advance Pay Paid Through PMIS/JUMPS (H605) <u>Online,</u> Continued

PMIS/JUMPS   The advance pay paid through PMIS/JUMPS online transaction updates the
Effect   following in PMIS/JUMPS:

- Segment 40.

- Has no effect on the PMIS screens in the PMIS data base.

Corrections   Corrections and deletions <u>may not</u> be made to this transaction.
and Deletions

Advance Pay And Allowances Paid Through PMIS/JUMPS (H605) <u>Online</u>

Purpose	This transaction is used to pay a member advance pay and allowances online through PMIS/JUMPS.
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1). • Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay and Allowances
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: • **Review above references** prior to submitting this transaction on a member. There are several important polices governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "MIPAADUP" for Fast Path ID or press "AJAF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

```
      Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
      000-00-0000                              SK1        BOX, DAN
Stat       Options              Transactions
           _____Advance Payments
           N                    Advance Pay
           N                    Advance Pay and Allowances
           N                    Advance BAQ/VHA
           N                    Advance Overseas Housing Allowance
```

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter "N" on blank line beside Advance Payments. Then enter "Y" on blank line beside Advance Pay and Allowances. Your screen should now look as follows:

Continued next page

Advance Pay And Allowances Paid Through PMIS/JUMPS (H605) <u>Online</u>, Continued

Fast Path ID and Data Entry, Continued

Advance Payments and/or Allowances Transactions (Screen 1 of 1)
000-00-0000   SK1   BOX, DAN

Stat	Options	Transactions
<u>**Online**</u>		Advance Payments
<u>N</u>		Advance Pay
<u>**Y**</u>		Advance Pay and Allowances
<u>N</u>		Advance BAQ/VHA
<u>N</u>		Advance Overseas Housing Allowance

Now Press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Online Advance Pay and Allowances (Screen 1 of 1)
000-00-0000   SK1   BOX, DAN

Departing Date:

Effective Date: <u>12/10/1997</u>
Effective Time: <u>0900</u>
Entry Type:

First day of period covered by advance: <u>12/16/1997</u> (**Element code 01**)

Total amount of advances: <u>$0.00</u>   (**Element code 20**)

Field	Action
Departing Date	This field in not updatable.
Effective Date	Enter the date prepared. This date must be prior to "First day of period covered by advance" below.
Effective Time	Enter effective time.
Entry Type	This field in not updatable.
First day of period covered by advance	Enter the 1st or 16th of the month advance pay and allowances will be paid.
Total amount of advance	Press <F2> to use the advance pay and allowances worksheet. When completing the worksheet use the member's latest LES.

When you press <F2>, the following worksheet screen 1 of 2 will appear. Begin completing the fields.

Advance Pay And Allowances Paid Through PMIS/JUMPS (H605) <u>Online</u>, Continued

Fast Path ID and Data Entry, Continued

Advance Pay and Allowances Worksheet (Screen 1 of 2)	
000-00-0000	SK1 BOX, DAN
Basic Pay:	<u>$2,009.40</u>
Clothing Maint All.:	<u>$24.00</u>
BAQ w/ dependents:	<u>$521.70</u>
BAS for officers:	<u>$0.00</u>
Total Pay & Allowances:	<u>$2,555.10</u>
All allotments:	<u>$50.00</u>
SGLI:	<u>$17.00</u>
Federal, State & FICA:	<u>$307.06</u>
Dependent Dental Premium:	<u>$19.09</u>
Other Monthly Deductions:	<u>$0.00</u>
Total Deductions:	<u>$393.15</u>

Field	Action
Basic Pay	Enter the members monthly basic pay amount.
BAQ w/dependents	Enter the members monthly BAQ amount.
BAS for officers	For officers, enter the monthly officer BAS amount.
Total Pay & Allowances	SDA II will automatically complete this field when the above information is provided.
All Allotments	Enter all allotments to include, VEAP, Montgomery GI Bill, Individual allotments, Blanket allotments, and Savings Bond allotments.
SGLI	Enter the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank.
Federal, State, & FICA	Enter total monthly Federal, State, and FICA amount.
Dependent Dental Premium	Enter the monthly amount. It will be listed on the LES as "Family Dental". If the member has not elected Family Dental coverage, then leave blank.
Other Monthly Deductions	Enter any other valid monthly deductions <u>other than allotments</u>. Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.).
Total Deductions	SDA II will automatically complete this field when the above information is provided.

Advance Pay And Allowances Paid Through PMIS/JUMPS (H605) <u>Online</u>, Continued

Fast Path ID and Data Entry, Continued When you have completed the above worksheet, press <GO> or <F1>. The following screen 2 of 2 will appear.

Advance Pay and Allowances Worksheet (Screen 2 of 2)		
000-00-0000	SK1	BOX, DAN
Total Pay & Allowances:	<u>$2,555.10</u>	
Total Deductions:	<u>$393.15</u>	
Final Calculated Total:	$2,<u>159.95</u>	
Months Required for Advance Pay & Allowances:	<u>2.00</u>	
Total Advance:	<u>$4,320.90</u>	**(Element code 20)**

Note: There are two other element codes created by this transaction, but are not shown on the above example screen, and they are element code 01 (advance pay and allowances paid through PMIS/JUMPS) and element code 20 (total of all dollar amounts). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Total Pay & Allowances	SDA II will automatically complete this field.
Total Deductions	SDA II will automatically complete this field.
Final Calculated Total	SDA II will automatically complete this field. This amount is equal to 1 month of advance pay and allowances, less deductions.
Months required for Advance Pay and Allowances	Enter how many months of advance pay and allowances the member is requesting. Cannot exceed 3 months.
Total Advance	SDA II will automatically complete this field when "months required for advance pay and allowances field is completed by the user.

When you have completed the worksheet press <GO> or <F1>. You will return to the original screen 1 of 1. Press <Go> or <F1> again. You will the SDA II main menu. Your transaction is complete.

Continued next page

Advance Pay And Allowances Paid Through PMIS/JUMPS (H605) <u>Online</u>, Continued

PMIS/JUMPS   The advance pay and allowances paid through PMIS/JUMPS online transaction
Effect   updates the following in PMIS/JUMPS:

- Segment 39.

- Has no effect on the PMIS screens in the PMIS data base.

Corrections   Corrections and deletions <u>may not</u> be made to this transaction.
and Deletions

Advance BAH (H605) <u>Online</u>

Purpose	This transaction is used to pay a member advance BAH online through PMIS/JUMPS.
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), • Chapter 6 and Enclosure (1). • Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay BAH.
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: • **Review above references** prior to submitting this transaction on a member. There are several important polices governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "MIPAADUP" for Fast Path ID or press "AJAF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

```
     Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
     000-00-0000                              SS1        FLINT, FRED
Stat        Options           Transactions
_____Advance Payments
     N                     Advance Pay
     N                     Advance Pay and Allowances
     N                     Advance BAH
     N                     Advance Overseas Housing Allowance
```

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter "N" on blank line beside Advance Payments. Then enter "Y" on blank line beside Advance BAH. Your screen should now look as follows:

```
     Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
     000-00-0000                              SS1        FLINT, FRED
Stat        Options   Transactions
     Online    Advance Payments
     N                     Advance Pay
     N                     Advance Pay and Allowances
     Y                     Advance BAH
     N                     Advance Overseas Housing Allowance
```

Advance BAH (H605) <u>Online</u>, Continued

**Fast Path ID
and Data
Entry,
Continued**

Now Press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Online Advance BAH (Screen 1 of 1)
000-00-0000   SS1   FLINT, FRED
  Effective Date: <u>12/12/1997</u>   Effective Time: <u>0001</u>   Entry Type:

                  Amount Paid: <u>$1,200/00</u>   **(Element code 40)**

    Number of Installments to Repay: <u>12</u>   **(Element code 42)**

      Monthly Installment Amount: <u>$100.00</u>   **(Element code 41)**

      Date Repayment Will Begin: <u>01/01/1998</u> **(Element code 43)**

       Date Repayment Will End: <u>12/31/1998</u> **(Element code 44)**

               Rotation Date: <u>07/01/2000</u> **(Element code 45)**

Note: There are two other element codes created by this transaction, but are not shown on the above sample screen. They are element code 17 (Advance BAH paid through PMIS/JUMPS) and element code 98 (Total of all money amounts in element codes 40 and 41). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Effective Date	Enter date this transaction is prepared. **Be alert to how the effective date corresponds to PMIS/JUMPS polling cut off dates and pay days. For example, if a member is expecting the advance BAH in their 15th of the month pay day, this transaction must process prior to the PMIS/JUMPS mid month compute transmittal cutoff date. If the member is expecting the advance BAH in their 1st of the month pay day, this transaction must process prior to the PMIS/JUMPS end month compute transmittal cutoff date.**
Effective Time	Enter the effective time.
Entry Type	This field is not updatable.
Amount Paid	Enter the total amount of advance BAH the member is requesting.
Number of Installments to Repay	Enter the amount of months the member elects to repay the advance BAH. 12 months is the maximum.
Monthly Installment Amount	SDA II automatically completes this field.
Date Repayment Will Begin	SDA II automatically completes this field. When SDA II calculates this date, it uses the effective date of the transaction and the number of installments to repay.

Continued next page

Advance BAH (H605) <u>Online</u>, Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Date Repayment Will End	SDA II automatically completes this field. When SDA II calculates this date, it uses the number of installments to repay and the date repayment will begin.
	Rotation Date	Enter the members rotation date from current unit.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   The advance BAH paid through PMIS/JUMPS online transaction updates the following in PMIS/JUMPS:

- Segment 41.

- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions   Corrections and deletions <u>may not</u> be made to this transaction.

Advance Overseas Housing Allowance (H605) <u>Online</u>

Purpose   This transaction is used to pay a member advance Overseas Housing Allowance online through PMIS/JUMPS.

Reference   • Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series),
                   • Chapter 6 and Enclosure (1).
                   • Pay Manual, COMDTINST M7220.29 (series), Chapter 9.

Transaction   Advance Overseas Housing Allowance.
Built in SDA II

PMIS   H605
Transaction

Policies and   Information you need to know about this transaction:
Procedures

                   • **Review above references** prior to submitting this transaction on a member. There are several important polices governing the payment of advance pay.

Fast Path ID   If not creating this transaction in an event, enter "MIPAADUP" for Fast Path ID or
and Data Entry press "AJAF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

```
          Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
          000-00-0000                              ENS       STONE, JOHN
  Stat         Options              Transactions
               _____  Advance Payments
               N                    Advance Pay
               N                    Advance Pay and Allowances
               N                    Advance BAQ/VHA
               N                    Advance Overseas Housing Allowance
```

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter "N" on blank line beside Advance Payments. Then enter "Y" on blank line beside Advance Overseas Housing Allowance. Your screen should now look as follows:

```
          Advance Payments and/or Allowances Transactions  (Screen 1 of 1)
          000-00-0000                              ENS       STONE, JOHN
  Stat         Options    Transactions
               Online     Advance Payments
               N                    Advance Pay
               N                    Advance Pay and Allowances
               N                    Advance BAQ/VHA
               Y                    Advance Overseas Housing Allowance
```

Advance Overseas Housing Allowance (H605) <u>Online</u>, Continued

Fast Path ID and Data Entry, Continued

Now Press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Online Advance Overseas Housing Allowance (Screen 1 of 1)
000-00-0000   ENS   STONE, JOHN
Effective Date: 12/12/1997   Effective Time: 0001   Entry Type:
Unit Location Code: <u>05</u>   **(Element code 30)**
Amount Paid: <u>$2,000.00</u>   **(Element code 40)**
Number of Installments to Repay: <u>12</u>   **(Element code 41)**
Monthly Installment Amount: <u>$166.66</u>   **(Element code 42)**
Date Repayment Will Begin: <u>01/01/1998</u>   **(Element code 43)**
Date Repayment Will End: <u>12/31/1998</u>   **(Element code 44)**
Rotation Date: <u>10/01/2000</u>   **(Element code 45)**

Note: There are two other element codes created by this transaction, but are not shown on the above sample screen. They are element code 01 (Advance Overseas Housing Allowance paid through PMIS/JUMPS) and element code 98 (Total of all money amounts in element codes 40 and 41). To see all of these element codes, you may print the transaction log by pressing <F6> and selecting B.

Field	Action
Effective Date	Enter date this transaction is prepared. **Be alert to how the effective date corresponds to PMIS/JUMPS polling cut off dates and pay days. For example, if a member is expecting the advance OHA in their 15th of the month pay day, this transaction must process prior to the PMIS/JUMPS mid month compute transmittal cutoff date. If the member is expecting the advance OHA in their 1st of the month pay day, this transaction must process prior to the PMIS/JUMPS end month compute transmittal cutoff date.**
Effective Time	Enter the effective time.
Entry Type	This field is not updatable.
Unit Location Code	Enter unit location District number (i.e., 05, 07, 14, 17, 96).
Amount Paid	Enter the total amount of advance Overseas Housing Allowance the member is requesting.
Number of Installments to Repay	Enter the amount of months the member elects to repay the advance Overseas Housing Allowance. Normally the maximum length of time is 12 months. See the Pay Manual for exceptions.

Advance Overseas Housing Allowance (H605) <u>Online</u>, Continued

Fast Path ID and Data Entry, Continued

Field	Action
Monthly Installment Amount	SDA II automatically completes this field. When SDA II calculates this amount, it uses the amount paid divided by the number of installments.
Date Repayment Will Begin	SDA II automatically completes this field. When SDA II calculates this date, it uses the effective date of the transaction.
Date Repayment Will End	SDA II automatically completes this field. When SDA II calculates this date, it uses the effective date repayment will begin and the number of installments to repay.
Rotation Date	Enter the members rotation date from current unit.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The advance Overseas Housing Allowance paid through PMIS/JUMPS online transaction updates the following in PMIS/JUMPS:

- Segment 41.

- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions

Corrections and deletions <u>may not</u> be made to this transaction.

Change Liquidation Schedule (H605)

Purpose   This transaction is used to change the advances liquidation schedule for a member.

Reference   • Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
                • Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6.

Transaction   Change Liquidation Schedule
Built in SDA II

PMIS   H605
Transaction

Policies and   Information you need to know about this transaction:
Procedures

• **Review the Pay Manual** and the Personnel and Pay Procedures Manual, prior to submitting this transaction.

• **Currently, this transaction can only be used for advance pay.** The member must currently have advance pay being liquidated in order to submit this transaction.

• **If the system will not allow you to prepare this transaction,** send an e–mail to HRSIC (MAS), and HRSIC will change the liquidation schedule.

Fast Path ID   If not creating this transaction in an event, enter "PACTCHG" for Fast Path ID or
and Data Entry   press "AJD" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will appear.

Change Liquidation Schedule (Screen 1 of 1)

	000-00-0000				BMC	JACKSON, ROBERT	
Start Date	Number of Installments	Total Amount	Install Amount	Balance Amount	Effective Date	Trans Stat
06/01/1997	12	1,200.00	100.00	600.00		

When the above screen appears, highlight the correct advance the member wishes to change and press <F3>. Note: There may be more than one advance liquidating on a member. Ensure you choose the correct one. The following screen will appear.

Change Liquidation Schedule (H605), Continued

Fast Path ID and Data Entry, Continued

Once the below screen 1 of 1 appears. Begin completing the fields.

```
                 Change Liquidation Schedule (Screen 1 of 1)
        000-00-0000                        BMC      JACKSON, ROBERT
          Effective Date: 12/15/97       Effective Time: 0001        Entry Type:


            Start Date of Segment to be changed:  06/01/1997   (Element code 23)
          New Installment Amount Effective Date:  01/01/1998   (Element code 29)


      Total Amount of Advance or Indebtedness:  $1,200.00      (Element code 20)
                          Installment Code:                    (Element code 22)


                   Old Installment Amount:  $100.00            (Element code 24)
                   New Installment Amount:  $00.0              (Element code 21)
```

Field	Action
Effective Date	Enter the date prepared.
Effective Time	Enter the time.
Start Date of Segment to be Changed	This field is completed by SDA II. It reflects the original start date the advances liquidation began.
New Installment Amount Effective Date	Enter the first day of the month. You must pay close attention to the PMIS/JUMPS end month compute cycle dates when completing the field. For example: Since the effective date of this transaction (15 Dec) is prior to end month compute December 1997, the correct date to enter in this field will be 1 January 1998. However, if the effective date of this transaction was 28 December 1997 (past Dec 97 end month compute cycle) then the correct effective date to be entered would be 1 February 1998.

Press <F1> or GO. SDA II will verify how much of the advance the member has left to repay. **Press space bar to continue.**

```
                 Change Liquidation Schedule (Screen 1 of 1)
        000-00-0000                            BMC      JACKSON, ROBERT
          Effective Date: 12/15/97       Effective Time: 0001        Entry Type:


            Start Date of Segment to be changed:  06/01/1997
          New Installment Amount Effective Date:  01/01/1998


      Total Amount of Advance or Indebtedness:  $500.00
                          Installment Code:


                   Old Installment Amount:  $100.00
                   New Installment Amount:  $00.0
```

Continued next page

Change Liquidation Schedule (H605), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Total amount of Advance of Indebtedness	SDA II will automatically change this field from the original amount of debt <u>to the amount currently owed</u>. See above screen.
	Installment Code	Enter the new installment amount in number of months or enter LS for Lump Sum. The total previous and new repayment schedule can not exceed 24 months. When you have completed this field **press <F6> and option B to print transaction log.** The new installment amount will automatically change.
	Old Installment amount	This field is completed by SDA II. It reflects the original repayment installment amount of the advance payment.
	New Installment Amount	This field is completed by SDA II when <F6> is pressed as indicated above in "Installment Code" field.

Note: Once you have printed the transaction log, your screen 1 of 1 will change to show the total amount of advance or indebtedness <u>remaining</u>, new installment code amount, and new installment amount.

```
                    Change Liquidation Schedule (Screen 1 of 1)
         000-00-0000                                BMC        JACKSON, ROBERT
          Effective Date: 12/15/97       Effective Time: 0001     Entry Type:

        Start Date of Segment to be changed:  06/01/1997
      New Installment Amount Effective Date:  01/01/1998

      Total Amount of Advance or Indebtedness:  $500.00
                           Installment Code:  24

                      Old Installment Amount:  $100.00
                      New Installment Amount:  $41.66
```

After you have completed above screens, press <F1> or GO and SDA II will return you to Change Liquidation Schedule screen 1 of 1 with transaction status of "C" (completed).

PMIS/JUMPS Affect   This transaction updates the following in PMIS/JUMPS

- Segment 40 (for advance pay).

- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions   Corrections and Deletions may be done to this transaction and are done in Transaction Review of the SDA II System.

Change BAH or BAQ/VHA (P606)

Purpose This transaction is used for a member's change in BAH/BAQ status.

Reference
- CG Pay Manual, COMDTINST M7220.29, Chapter 3
- Personnel & Pay Procedures Manual, HRSICINST M1000.2A, Chapter 5.
- ALPERSRU's A/98 and H/98

Transaction Built in SDA II Change BAH/BAQ or VHA

PMIS Transaction P606

Policies and Procedures Information you need to know about this transaction:

- **A PCS reporting transaction will automatically stop payment of BAH with or without dependents the day prior to the effective date of reporting PCS. Timely submission of this transaction is emphasized since significant pay impact may result for the member.**

- **Review Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table** (following pages) when preparing this transaction.

- **Use this transaction** for all start or changes in BAH entitlements and/or quarters assignments.

- **PMIS/JUMPS will automatically stop** existing BAH entitlements and quarters checkage on the date prior to the effective date of this transaction for all members.

- **If a member is receiving OHA**, this transaction will also stop OHA on the day prior to the effective date of this transaction if the member is being assigned adequate government quarters.

- **Changes to inadequate quarters rental charges** must be done on the Start/Resume Pay and Allowances transaction (P607).

- **Members departing on terminal leave** may be entitled to BAH at their last permanent duty station rate during terminal leave. See the government quarters table (following pages).

- **Change in Tax/Mailing address and Start/Change/Stop OHA** may also be completed in this transaction if necessary.

Fast Path ID and Data Entry If not creating this transaction in an event, enter "PADJBAQ" for Fast Path ID or press "AJBF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

Change BAH or BAQ/VHA (P606), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

```
┌─────────────────────────────────────────────────────────────────────┐
│       Start/Change BAH, BAQ, VHA and/or Quarters Assign(Screen 1 of 4*)│
│ 000-00-0000                      QM3            JONES, RICHARD         │
│ Effective Date: 01/20/1998        Effective Time:  0001      Entry Type:│
│                                                                        │
│ *Note - If the change in BAH or BAQ status is due to change in dependency,│
│ such as divorce or death, please refer to Change in Housing Transaction of the SDA II│
│ User Manual to ensure that the effective date is correct.              │
│                                                                        │
│              BAH/BAQ Code: L    BAH Zip Code: 66683                     │
│                    Start VHA?: No                                      │
└─────────────────────────────────────────────────────────────────────┘
```

Field	Action
Effective Date	Enter the effective date. For changes in government quarters and/or dependency status, see Government Quarters In Connection With PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (following pages).
Effective Time	Same as above for effective date. See tables.
Entry Type	This is not updatable.
BAH/BAQ Code creates the following element codes: **01 (always created)** **02 (if codes I or K is used)** **11 (if code L or S is used)** **12 (if codes G, H, or R is used)**	Enter correct code. Use the help wheel <F2> for a complete list of BAH/BAQ codes. If code **O** is used, then no other information on this transaction will be entered. **Note:** If a code of **I** or **K** is used to establish Inadequate Government Quarters, the following screen will appear: ┌──┐ │ Amount of Rental Charge for Inadequate Government Quarters: **000.00** │ │ │ Note: The rental amount shall be the lessor of: (a) the fair │ │ rental value of the inadequate quarters, or (b) 75% of │ │ BAH Type II at the with dependents rate. For members with a │ │ spouse in service who jointly occupy inadequate government │ │ quarters, the rental charge will be collected at a rate │ │ of 50% from each member. Need to ensure you are entering │ │ the correct amount or this transaction will not process through │ │ PMIS/JUMPS │ └──┘

Field	Action
Amount of Rental Charge of Inadequate Government Quarters **element code 02**	Enter the amount of rental charge for inadequate quarters.

Change BAH or BAQ/VHA (P606), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	BAH Zip Code	Enter the BAH Zip Code. See notes 1 and 2. **Note 1:** This field is completed only if one of the BAH codes L, G, H, R, or S is used. **Note:** Do not use a FPO or APO zip code. **Note 2:** To start BAH type II for OHA entitled members or BAH type II Grandfather members (previously BAQ Grandfathered) who are assigned to government quarters enter five zeros (00000). **Refer to ALPERSRU's A/98 and H/98.**
	Start VHA	Enter "N" (no) here. However, if entering VHA information that is prior to 1 January 1998 answer "Y" (yes). If yes is entered here, the effective date of this transaction must be prior to 1 January 1998. SDA II will not allow the user to enter VHA/VHA offset information if the transaction effective date is 1 January 1998 or later. **Refer to ALPERSRU's A/98 and H/98**

If no other transactions were selected, and you have completed screen 1 of 4 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   Depending upon which BAH entitlement is used, the Change BAH or BAQ/VHA transaction may update the following in PMIS/JUMPS:

- Segments 16, 17, 18, 19, 21, 34, 35, and 46.

- Updates page 4 (Dependent Information) of the PMIS screen in the PMIS data base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Government Quarters In Connection With PCS

Table

If Government Quarters Are		At the Following Time				And Member's Dependency Status is		
Cleared	Assigned	1 or more Days Prior to PCS Departure	On the Actual Day of PCS Departure	After PCS departure but before PCS Reporting	On the Actual Day of Reporting PCS	BAH Grandfather <u>or</u> With Dependents	BAH Child <u>or</u> Without Dependents	**Then**
X		X				X See Note 5	X See Notes 1, 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u>. Effective date will be the date quarters are cleared. Effective time will be 0001. **.**
X			X			X See Note 5	X See Notes 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u>. Effective date will be the date quarters are cleared. Effective time <u>must be</u> 5 minutes later than the Departing PCS transaction.
X				X		X See Note 5		Submit this transaction. Use zip code of unit <u>departing from</u>. Effective date will be the date quarters are cleared. Effective time will be 0001.
X				X			X	If the member is an E4 over 4 years service, Submit this transaction. Use zip code of unit <u>departing from</u>. Effective date will be the date quarters are cleared. Effective time will be 0001.
	X			X		X	X	Submit this transaction. Effective date will be the date quarters are assigned. Effective time will be 0001. Note: When the member <u>finally reports PCS</u>, you must submit this transaction again. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.
	X				X	X	X	Submit this transaction. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction. **See Note 4**.
X					X	X	X	Submit this transaction. Use zip code of the <u>unit reporting to</u>. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.

Note 1: Single member's (not BAH Child) who vacate government quarters and return to shipboard berthing or BEQ/BOQ (barracks) prior to PCS departure are entitled to receive BAH Partial only. Additionally, if these members clear quarters and go on terminal leave in connection with separation their entitlement while on terminal leave is BAH Partial.

Note 2: Member must be E-4 over 4 years service. Members E-4 with less than 4 years service and members in pay grades E-1 through E-3 are not entitled to BAH enroute PCS.

Note 3: For member's E-4 over 4 years service who are receiving BAH Child and assigned government quarters (BAH code P and Q) submit this transaction using BAH code R to begin BAH without.

Note 4: Do not submit two of these transactions on the same day. If the member reports TEMDU PCS and PERMDU PCS <u>on the same day</u>, submit one of these transactions 5 minutes later than the <u>final</u> PERMDU reporting PCS transaction.

Note 5: For members receiving BAH Type II Grandfathered start BAH with dependents using BAH code "S". Those Grandfathered members already receiving BAH with dependents (due to living on the economy) will continue to receive BAH with dependents enroute PCS.

Change In Housing Other Than PCS

Table

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Initial entry of a member with one or more dependents on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A **See Note 1**
Initial entry of a member without dependents on active duty into the Coast Guard.	Not applicable. CG-4170A not required	**See Note 2**
Initial entry of a member with one or more dependents into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	**See Note 3**
Initial entry of a member with out dependents into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> dependent and BAH dependency determination can be approved by the PERSRU.	Date dependent is acquired	Same date as CG-4170A effective time of 0001
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> dependent and BAH dependency determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a dependent and BAH dependency determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) **See Note 4**	If this is the member's <u>first</u> BAH eligible dependent, same date as CG-4170A with an effective time of 0001.

<u>Note 1</u>: There will be times when a newly accessed member <u>with dependents</u> **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

<u>Note 2:</u> The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.

- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

<u>Note 3</u>: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment.
If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

<u>Note 4:</u> The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the dependent is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

Change In Housing Other Than PCS

Table,
continued

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Member gets divorced and has no other dependents residing with him/her or other BAH eligible dependents.	Date of final divorce decree	Day after CG-4170A with effective time of 0001
Death of Dependent and member has no other BAH eligible dependents.	Date of death	Day after CG-4170A with effective time of 0001
Dependent child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible dependents.	Day prior to the child's 21st birthday	Day after CG-4170A with effective time of 0001
Full time student dependent child becomes of age (and is not incapacitated) and member has no other BAH eligible dependents.	Day prior to the child's 23rd birthday	Day after CG-4170A with effective time of 0001
Dependent child marries and member has no other BAH eligible dependents.	Date of child's marriage	Day after CG-4170A with effective time of 0001
Annulment and member has no other BAH eligible dependents.	Day prior to the annulment	Day after CG-4170A with effective time of 0001
Removal of legal "ward" and member has no other BAH eligible dependents.	Date of court ordered removal	Day after CG-4170A with effective time of 0001
Dependent adopted by third party and member has no other BAH eligible dependents	Day prior to date of adoption	Day after CG-4170A with effective time of 0001
Dependent who "in fact" was dependent on the member for support, but is no longer a dependent. And member has no other BAH eligible dependents.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001
Spouse enters active military service and member has no other BAH eligible dependents.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001
Initial entry of dependent child into active military service and the member has no other BAH eligible dependents.	Day prior to dependent child's entry into military service	Day after CG-4170A with effective time of 0001

Spouse In Service <u>NOT Assigned</u> To Same Or Adjacent Base

Table

Rule in figure 3-12 CG Pay Manual	Member A Number of dependents	Member B Number of dependents	Member A Change in Housing BAH Code	Member B Change in Housing BAH Code
1	Spouse only	Spouse only	H	H
2	Spouse only	Spouse only	H	D, E, F
3	Spouse only	Spouse only	D, E, F	H
4	Spouse and Child(ren) of marriage	Spouse only	L	H
5	Spouse and Child(ren) of marriage	Spouse only	L	D, E, F
6	Spouse and Child(ren)	Spouse only	L	H
7	Spouse B and dependents member A has on own right other than spouse B and Child(ren) born of marriage to spouse B if spouse B does not claim	Spouse A and dependents member B has on own right other than spouse A and Child(ren) born of marriage to spouse A if spouse A does not claim	L	L
8	Spouse B and dependents member A has on own right other than spouse B	Spouse A and dependents member B has on own right other than spouse A	L	L

This exhibit must be used in conjunction with Figure 3-12 of the Coast Guard Pay Manual, COMDTINST M7220.29(series)

Spouse In Service Members <u>Assigned</u> To Same Or Adjacent Base

Table

Rule in figure 3-12 CG Pay Manual	Member A Number of dependents	Member B Number of dependents	Member A Change in Housing BAH Code	Member B Change in Housing BAH Code
9	Spouse only	Spouse only	H	H
10	Spouse and child(ren)	Spouse only	L	H
11	Spouse only	Spouse A and dependents member B has on own right other than spouse A and children born of the marriage to spouse A.		
12	Spouse B and dependents member A has on own right other than spouse B and Child(ren) born of marriage to spouse B	Spouse only	L	H See note 1
13	Spouse B and dependents member A has on own right other than spouse B and Child(ren) born of marriage to spouse B	Spouse A and dependents member B has on own right other than spouse A	L	H See note 1
14	Spouse B and dependents member A has on own right other than spouse B	Spouse A and dependents member B has on own right other than spouse A	L	H See note 1
15	Spouse B and dependents member A has on own right other than spouse B	Spouse A only and member and dependents member B has on own right other thand Spouse A.	L	H

This exhibit must be used in conjunction with Figure 3-12 of the Coast Guard Pay Manual, COMDTINST M7220.29(series)

Note 1: Unless this member has dependent parent(s), then use "L" BAH code.

Start/Resume Pay And Allowances (Aviation Pay) (P607)

Purpose	This transaction is used to start/resume the different types of Aviation Pay for a member.
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7. • Pay Manual, COMDTINST M7220.29 (series), Chapter 5.
Transaction Built in SDA II	Aviation Pay Entitlements.
PMIS Transaction	P607
Policies and Procedures	Information you need to know about this transaction: • **Review above references** prior to submitting this transaction on a member. • **This transaction can be used to start/resume multiple allowances** on a member. The user may select them by putting a "Y" beside the allowances to be started/resumed.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

```
            Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                        LTJG      HACKETT, JOE
Stat         Options     Transactions
              N          Aviation Pay?
              N          Diving Duty Pay?
              N          Hardship Duty Pay-Location?
              N          Hostile Fire Pay (this month only)?
              N          Hostile Fire Pay (until further orders)?
              N          Tax Exclusion (this month only) Pay?
              N          Tax Exclusion (until further orders) Pay?
              N          Subsistence Pay?
              N          COLA (Cost of Living Allowances)?
```

Start/Resume Pay And Allowances (Aviation Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside Aviation Pay. Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000	LTJG	HACKETT, JOE
Stat	Options	Transactions
	Y	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only) Pay?
	N	Tax Exclusion (until further orders) Pay?
	N	Subsistence Pay?
	N	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will display.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000	LTJG	HACKETT, JOE
Stat	Options	Transactions
	N	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	N	Special Duty Assignment Pay?
	N	Responsibility Pay?
	N	Start VHA?
	N	Start/Change/Verify VHA Offset?
	N	Change Rental Charge for Inadequate Govt Qtrs?
	N	Flight Deck Hazardous Duty Pay?
	N	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 "Aviation Pay Entitlements" will display.

Continued next page

Start/Resume Pay And Allowances (Aviation Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

Begin completing the applicable fields.

```
┌──────────────────────────────────────────────────────────────────────┐
│              Aviation Pay Entitlements (Screen 1 of 1)                 │
│  000-00-0000                        LTJG        HACKETT, JOE           │
│     Effective Date: 12/15/1997   Effective Time: 2300    Entry Type:   │
│                                                                        │
│                      Current Flight Status:                            │
│                        New Flight Status:                              │
│                                                                        │
│       1. Start Aviation Career Incentive Pay?          (Element code 11)│
│       2. Start Noncrew Member Hazardous Duty Incentive Pay? (Element code 12)│
│       3. Start Crew Member Hazardous Duty Incentive Pay? (Element code 13)│
│       4. Restart ACIP - Administrative Suspension removed? (Element code 17)│
│       5. Medically Qualified for Aviation.  Remove Suspension? (Element code 18)│
│       6. Continue ACIP past 25 years of Aviation Service? (Element code 19)│
│                                                                        │
│                       Aviation Pay Option:    1                        │
│  Date Member has 25 years of Officer Service:    10/23/2017            │
└──────────────────────────────────────────────────────────────────────┘
```

Note: The element code created in this transaction depends upon the Aviation Pay Option 1 through 6 that is selected by the user. In the above example, since Aviation Pay Option 1 has been selected, element code 11 will be created on the transaction.

Field	Action
Effective Date	Enter the date the member became entitled.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Current Flight Status	SDA II completes this field.
New Flight Status	SDA II completes this field.
Aviation Pay Option	Enter one of the 6 options listed in screen 1 of 1 above. **Note:** For enlisted members options 1, 4, 5, and 6 are not allowed.
Date Member has 25 years of Officer Service	Enter date .

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued next page

Start/Resume Pay And Allowances (Aviation Pay) (P607), Continued

PMIS/JUMPS Effect The Start/Resume Pay And Allowances (Aviation Pay) transaction updates the following in PMIS/JUMPS.

- Segment 11 (for Aviation Career Incentive Pay)
- Segment 12 (for Crew Member Flight Pay)
- Segment 13 (for Noncrew Member Flight Pay)
- Segment 60 (for Aviation Career Incentive Pay)

- Updates page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Diving Duty Pay) (P607)

Purpose   This transaction is used to start/resume Diving duty pay on a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
- Diving Policies and Procedures Manual COMDTINST M10560.4 (series)

Transaction Built in SDA II   Diving Duty Pay Entitlements.

PMIS Transaction   P607

Policies and Procedures   Information you need to know about this transaction:

- **Review above references** prior to submitting this transaction

- **If the member will be receiving multiple allowances,** the user may select them by putting a "Y" beside the allowances in this transaction.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

```
            Start Resume Pay and Allowances (Screen 1 of 2)
         000-00-0000                              BM1      KIRK JAMES
Stat        Options    Transactions
            N          Aviation Pay?
            N          Diving Duty Pay?
            N          Hardship Duty Pay-Location?
            N          Hostile Fire Pay (this month only)?
            N          Hostile Fire Pay (until further orders)?
            N          Tax Exclusion (this month only) Pay?
            N          Tax Exclusion (until further orders) Pay?
            N          Subsistence Pay?
            N          COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Diving Duty Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside Diving Duty Pay. Your screen should now look as follows:

```
              Start Resume Pay and Allowances (Screen 1 of 2)
       000-00-0000                        BM1        KIRK, JAMES
Stat        Options    Transactions
              N        Aviation Pay?
              Y        Diving Duty Pay?
              N        Hardship Duty Pay-Location?
              N        Hostile Fire Pay (this month only)?
              N        Hostile Fire Pay (until further orders)?
              N        Tax Exclusion (this month only) Pay?
              N        Tax Exclusion (until further orders) Pay?
              N        Subsistence Pay?
              N        COLA (Cost of Living Allowances)?
```

Now Press <GO> or <F1>. The following screen 2 of 2 will display.

```
              Start Resume Pay and Allowances (Screen 2of 2)
       000-00-0000                        BM1        KIRK, JAMES
Stat        Options    Transactions
              N        Career Sea Pay and Career Sea Pay Premium (if applicable)?
              N        Special Duty Assignment Pay?
              N        Responsibility Pay?
              N        Start VHA?
              N        Start/Change/Verify VHA Offset?
              N        Change Rental Charge for Inadequate Govt Qtrs?
              N        Flight Deck Hazardous Duty Pay?
              N        High Pressure Chamber Hazardous Duty Incentive Pay?
```

Press <GO> or <F1> again. The next screen 1 of 1 "Diving Duty Pay Entitlements" will display. Complete the fields.

```
              Diving Duty Pay Entitlements (Screen 1 of 1)
000-00-0000                        BM1        KIRK, JAMES
   Effective Date: 12/16/1997   Effective Time: 0800      Entry Type:

                    Diving Code:   F        (Element code 20)
   Diving Qualification Lapse Date:  10/11/1998   (Element code 21)
```

Continued next page

Start/Resume Pay And Allowances (Diving Duty Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter date dive pay starts. If the transaction is prepared for requalification the effect date will be the date this transaction is prepared.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Diving Code	Enter the correct code. Press the help wheel <F2> for a list of codes.
Diving Qualifications Lapse Date	Enter the lapse date.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Diving Duty Pay) transaction updates the following in PMIS/JUMPS.

- Segment 10

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Hardship Duty Pay - Location) (P607)

Purpose   This transaction is used to start Hardship Duty Pay-Location for a member.

Reference   • Pay Manual, COMDTINST M7220.29 (series), Chapter 4.

Transaction Built in SDA II   Hardship Duty Pay-Location

PMIS Transaction   P607

Policies and Procedures   Information you need to know about this transaction:

• **Review chapter 4 of the Pay Manual** prior to submitting this transaction on a member.

• **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

• **Hardship Duty Pay-Location is not payable** when a member is receiving sea pay. However, a nonrated member may receive Hardship Duty Pay-Location and accumulate sea time. In the case of a nonrated member, both the Hardship Duty Pay-Location and Career sea pay transaction must be completed if applicable.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

```
               Start Resume Pay and Allowances (Screen 1 of 2)
       000-00-0000                          MKC    BROWN, MURPHY
  Stat  Options Transactions
               N         Aviation Pay?
               N         Diving Duty Pay?
               N         Hardship Duty Pay-Location?
               N         Hostile Fire Pay (this month only)?
               N         Hostile Fire Pay (until further orders)?
               N         Tax Exclusion (this month only) Pay?
               N         Tax Exclusion (until further orders) Pay?
               N         Subsistence Pay?
               N         COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Hardship Duty Pay-Location) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside Hardship Duty Pay-Location.

Your screen should now look as follows:

```
              Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                          MKC      BROWN, MURPHY
Stat         Options     Transactions
              N          Aviation Pay?
              N          Diving Duty Pay?
              Y          Hardship Duty Pay-Location?
              N          Hostile Fire Pay (this month only)?
              N          Hostile Fire Pay (until further orders)?
              N          Tax Exclusion (this month only) Pay?
              N          Tax Exclusion (until further orders) Pay?
              N          Subsistence Pay?
              N          COLA (Cost of Living Allowances)?
```

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again.

```
              Start Resume Pay and Allowances (Screen 2 of 2)
        000-00-0000                          MKC      BROWN, MURPHY
Stat         Options     Transactions
              N          Career Sea Pay and Career Sea Pay Premium (if applicable)?
              N          Special Duty Assignment Pay?
              N          Responsibility Pay?
              N          Start VHA?
              N          Start/Change/Verify VHA Offset?
              N          Change Rental Charge for Inadequate Govt Qtrs?
              N          Flight Deck Hazardous Duty Pay?
              N          High Pressure Chamber Hazardous Duty Incentive Pay?
```

Press <GO> or <F1> again. The next screen 1 of 1 "Hardship Duty Pay-Location Entitlements" will display. Complete the fields.

```
              Hardship Duty Pay-Location (Screen 1 of 1)
000-00-0000                                  MKC      BROWN, MURPHY
    Effective Date: 12/16/1997   Effective Time:  0800    Entry Type:
```

Note: This transaction creates element code 23 which can be seen by printing <F6> and selecting option B to print the transaction log.

Start/Resume Pay And Allowances (Hardship Duty Pay-Location) (P607), Continued

Field	Action
Effective Date	Enter the date the member is entitled to Hardship Duty Pay-Location.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.

Fast Path ID and Data Entry, Continued

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Hardship Duty Pay-Location) transaction updates the following in PMIS/JUMPS.

- Segment 08

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections may not be made to this transaction. Deletions are allowed and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Hostile Fire Pay - This Month Only) (P607)

Purpose　　This transaction is used to start Hostile Fire Pay (this month only) for a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 4
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 7.

Transaction Built in SDA II　　Hostile Fire Pay (this month only)

PMIS Transaction　　P607

Policies and Procedures　　Information you need to know about this transaction:

- **Review chapter 4 of the Pay Manual** prior to submitting this transaction on a member.

- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

Fast Path ID and Data Entry　　If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

```
                Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                          LT    SIMPSON, HORATIO
Stat  Options Transactions
             N        Aviation Pay?
             N        Diving Duty Pay?
             N        Hardship Duty Pay-Location?
             N        Hostile Fire Pay (this month only)?
             N        Hostile Fire Pay (until further orders)?
             N        Tax Exclusion (this month only) Pay?
             N        Tax Exclusion (until further orders) Pay?
             N        Subsistence Pay?
             N        COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Hostile Fire Pay - This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on the line beside Hostile Fire Pay (this month only). The screen should now look as follows:

```
                Start Resume Pay and Allowances (Screen 1 of 2)
      000-00-0000                          LT       SIMPSON, HORATIO
Stat        Options      Transactions
             N           Aviation Pay?
             N           Diving Duty Pay?
             N           Hardship Duty Pay-Location?
             Y           Hostile Fire Pay (this month only)?
             N           Hostile Fire Pay (until further orders)?
             N           Tax Exclusion (this month only) Pay?
             N           Tax Exclusion (until further orders) Pay?
             N           Subsistence Pay?
             N           COLA (Cost of Living Allowances)?
```

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

```
                Start Resume Pay and Allowances (Screen 2 of 2)
      000-00-0000                          LT       SIMPSON, HORATIO
Stat        Options      Transactions
             N           Career Sea Pay and Career Sea Pay Premium (if applicable)?
             N           Special Duty Assignment Pay?
             N           Responsibility Pay?
             N           Start VHA?
             N           Start/Change/Verify VHA Offset?
             N           Change Rental Charge for Inadequate Govt Qtrs?
             N           Flight Deck Hazardous Duty Pay?
             N           High Pressure Chamber Hazardous Duty Incentive Pay?
```

Press <GO> or <F1> again. The screen 1 of 1 "Hostile Fire Pay - This Month Only" will display. Complete the fields.

```
              Hostile Fire Pay This Month Only (Screen 1 of 1)
000-00-0000                                 LT       SIMPSON, HORATIO
   Effective Date: 12/17/1997    Effective Time: 0800        Type Entry:
```

Note: This transaction creates element code 24 which can be seen by printing <F6> and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay And Allowances (Hostile Fire Pay- This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter the day of the month the member becomes entitled to Hostile Fire Pay..
Effective Time	Enter the effective time.
Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Hostile Fire Pay – This Month Only) transaction updates the following in PMIS/JUMPS.

- Segment 05

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Hostile Fire Pay - Until Further Orders) (P607)

Purpose This transaction is used to start Hostile Fire Pay (until further orders) for a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 4
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 7.

Transaction Built in SDA II Hostile Fire Pay (until further orders)

PMIS Transaction P607

Policies and Procedures Information you need to know about this transaction:

- **Review chapter 4 of the Pay Manual** prior to submitting this transaction on a member.

- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

- This transaction is used to start Hostile Fire Pay for a member when the entitlement will be for <u>more than one month.</u>

Fast Path ID and Data Entry If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

```
                Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                          QM2    MALONE, SAM
Stat_Options Transactions
        N         Aviation Pay?
        N         Diving Duty Pay?
        N         Hardship Duty Pay-Location?
        N         Hostile Fire Pay (this month only)?
        N         Hostile Fire Pay (until further orders)?
        N         Tax Exclusion (this month only) Pay?
        N         Tax Exclusion (until further orders) Pay?
        N         Subsistence Pay?
        N         COLA (Cost of Living Allowances)?
```

Start/Resume Pay And Allowances (Hostile Fire Pay - Until Further Orders) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside Hostile Fire Pay (until further orders). Your screen should now look as follows:

	Start Resume Pay and Allowances (Screen 1 of 2)	
000-00-0000		QM2 MALONE, SAM
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>Y</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only)?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

	Start Resume Pay and Allowances (Screen 2 of 2)	
000-00-0000		QM2 MALONE, SAM
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

Press <GO> or <F1> again. The next screen 1 of 1 "Hostile Fire Pay - Until Further Orders" will display. Complete the fields.

Hostile Fire Pay This Month Only (Screen 1 of 1)		
000-00-0000	QM2 MALONE, SAM	
Effective Date: <u>12/17/1997</u> Effective Time: <u>0800</u> Entry Type:		

Note: This transaction creates element code 25 which can be seen by printing <F6> and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay And Allowances (Hostile Fire Pay - Until Further Orders) (P607), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Effective Date	Enter the day of the month the member becomes entitled to Hostile Fire Pay.
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Hostile Fire Pay - Until Further Orders) transaction updates the following in PMIS/JUMPS.

- Segment 05

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Tax Exclusion This Month Only) (P607)

Purpose	This transaction is used to credit Tax Exclusion (this month only) for a member.
Reference	• Pay Manual, COMDTINST M7220.29 (series), Chapter 8. • Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 8.
Transaction Built in SDA II	Tax Exclusion (this month only)
PMIS Transaction	P607
Policies and Procedures	• Information you need to know about this transaction: • **Review chapter 8 of the Pay Manual** prior to submitting this transaction on a member. • **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction. • This transaction is used to credit a member tax exclusion for any part of a month served on active duty in a combat zone.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

```
            Start Resume Pay and Allowances (Screen 1 of 2)
     000-00-0000                         GM1    SMITH, ZACHARY
Stat_OptionsTransactions
         N          Aviation Pay?
         N          Diving Duty Pay?
         N          Hardship Duty Pay-Location?
         N          Hostile Fire Pay (this month only)?
         N          Hostile Fire Pay (until further orders)?
         N          Tax Exclusion (this month only) Pay?
         N          Tax Exclusion (until further orders) Pay?
         N          Subsistence Pay?
         N          COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Tax Exclusion This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside Tax Exclusion (this month only). Your screen should now look as follows:

```
            Start Resume Pay and Allowances (Screen 1 of 2)
       000-00-0000                      GM1      SMITH, ZACHARY
Stat        Options    Transactions
            N          Aviation Pay?
            N          Diving Duty Pay?
            N          Hardship Duty Pay-Location?
            N          Hostile Fire Pay (this month only)?
            N          Hostile Fire Pay (until further orders)?
            Y          Tax Exclusion (this month only) Pay?
            N          Tax Exclusion (until further orders) Pay?
            N          Subsistence Pay?
            N          COLA (Cost of Living Allowances)?
```

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

```
            Start Resume Pay and Allowances (Screen 2 of 2)
       000-00-0000                      GM1      SMITH, ZACHARY
Stat        Options    Transactions
            N          Career Sea Pay and Career Sea Pay Premium (if applicable)?
            N          Special Duty Assignment Pay?
            N          Responsibility Pay?
            N          Start VHA?
            N          Start/Change/Verify VHA Offset?
            N          Change Rental Charge for Inadequate Govt Qtrs?
            N          Flight Deck Hazardous Duty Pay?
            N          High Pressure Chamber Hazardous Duty Incentive Pay?
```

Press <GO> or <F1> again. The next screen 1 of 1 "Tax Exclusion This Month Only" will display. Complete the fields.

```
            Tax Exclusion This Month Only (Screen 1 of 1)
000-00-0000                             GM1      SMITH, ZACHARY
    Effective Date: 12/15/1997   Effective Time: 0800      Type Entry:
```

Note: This transaction creates element code 26 which can be seen by printing <F6> and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay And Allowances (Tax Exclusion This Month Only) (P607), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter the day of the month the member becomes entitled to the tax exclusion.
Effective Time	Enter the effective time.
Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Tax exclusion this month only) transaction updates the following in PMIS/JUMPS.

- Segment 64 (Federal Tax Information)
- Segment 65 (Federal Tax Information adjustment)
- Segment 66 (State Tax Information if applicable)
- Segment 67 (State Tax Information adjustment if applicable)

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections may not be made to this transaction. Deletions are allowed and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Tax Exclusion Until Further Orders) (P607)

Purpose   This transaction is used to start Tax Exclusion (until further orders) for a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 8
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) Chapter 8.

Transaction Built in SDA II   Tax Exclusion (until further orders)

PMIS Transaction   P607

Policies and Procedures   Information you need to know about this transaction:

- **Review chapter 8 of the Pay Manual** prior to submitting this transaction on a member.

- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

- This transaction will start tax exclusion on a member serving on active duty in a combat zone for more than one month.

Fast Path ID and Data Entry   If this transaction is not being created in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		QM2 MALONE, SAM
Stat Options	Transactions	
	N	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only) Pay?
	N	Tax Exclusion (until further orders) Pay?
	N	Subsistence Pay?
	N	COLA (Cost of Living Allowances)?

Continued next page

Start/Resume Pay And Allowances (Tax Exclusion Until Further Orders) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside Tax Exclusion (until further orders). Your screen should now look as follows:

```
              Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                          QM2      MALONE, SAM
Stat        Options    Transactions
              N        Aviation Pay?
              N        Diving Duty Pay?
              N        Hardship Duty Pay-Location?
              N        Hostile Fire Pay (this month only)?
              N        Hostile Fire Pay (until further orders)?
              N        Tax Exclusion (this month only) Pay?
              Y        Tax Exclusion (until further orders) Pay?
              N        Subsistence Pay?
              N        COLA (Cost of Living Allowances)?
```

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

```
              Start Resume Pay and Allowances (Screen 2 of 2)
        000-00-0000                          QM2      MALONE, SAM
Stat        Options    Transactions
              N        Career Sea Pay and Career Sea Pay Premium (if applicable)?
              N        Special Duty Assignment Pay?
              N        Responsibility Pay?
              N        Start VHA?
              N        Start/Change/Verify VHA Offset?
              N        Change Rental Charge for Inadequate Govt Qtrs?
              N        Flight Deck Hazardous Duty Pay?
              N        High Pressure Chamber Hazardous Duty Incentive Pay?
```

Press <GO> or <F1> again. The next screen 1 of 1 "Tax Exclusion Until Further Orders" will display. Complete the fields.

```
              Tax Exclusion Until Further Orders (Screen 1 of 1)
000-00-0000                                  QM2        MALONE, SAM
   Effective Date: 12/17/1997    Effective Time: 0800      Entry Type:
```

Note: This transaction creates element code 27 which can be seen by printing <F6> and selecting option B to print the transaction log.

Continued next page

Start/Resume Pay And Allowances (Tax Exclusion Until Further Orders) (P607), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Effective Date	Enter the day of the month the member becomes entitled to tax exclusion.
	Effective Time	Enter the effective time.
	Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Tax Exclusion until further orders) transaction updates the following in PMIS/JUMPS. However, the adjustment will not compute until the entitlement ends.

- Segment 64 (Federal Tax Information)
- Segment 65 (Federal Tax Information adjustment)
- Segment 66 (State Tax Information if applicable)
- Segment 67 (State Tax Information adjustment if applicable)

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections <u>may not</u> be made to this transaction. Deletions are allowed and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Subsistence Pay) (P607)

Purpose	This transaction is used to start Enlisted Subsistence Entitlements for a member.
Reference	• Pay Manual, COMDTINST M7220.29 (series), Chapter 3.
Transaction Built in SDA II	Enlisted Subsistence Entitlements
PMIS Transaction	P607

Policies and Procedures

Information you need to know about this transaction:

• **Review chapter 3 of the Pay Manual** prior to submitting this transaction on a member.

• **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

• **If changing a subsistence entitlement** a member is currently receiving, ensure a transaction is submitted to stop the old subsistence entitlement with an effective date one day prior to submitting this start transaction.

• **Members assigned to a vessel and receiving Career Sea Pay** are entitled to a new Partial BAS subsistence. Option 4 in this transaction.

• **Do not use this transaction in the following circumstances:**

1. To start Prorated or Supplemental BAS. Use the P603 transaction instead.
2. To start or change subsistence entitlements for members currently receiving partial BAS and who are sent TAD to an essential messing unit. Use the P620 transaction for this circumstance.
3. For Leave rations or SEPRATS paid in conjunction with regular leave, sick leave or PCS. These are handled automatically by PMIS/JUMPS by the Leave Authorization transaction or PCS Reporting transaction.
4. If a member is receiving Career Sea Pay and Partial BAS, they are not entitled to Regular BAS, Prorated BAS, or SEPRATS unless specifically authorized. See chapter 3 of the Pay Manual.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start/Resume Pay And Allowances (Subsistence Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

When the below screen appears, enter "Y" on line beside Subsistence Pay. Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		FN SMITH, JOHN
Stat OptionsTransactions		
	N	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only) Pay?
	N	Tax Exclusion (until further orders) Pay?
	N	Subsistence Pay?
	N	COLA (Cost of Living Allowances)?

Your screen should now look as follows:

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		FN SMITH, JOHN
Stat	Options	Transactions
	N	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only) Pay?
	N	Tax Exclusion (until further orders) Pay?
	Y	Subsistence Pay?
	N	COLA (Cost of Living Allowances)?

Now Press <GO> or <F1>. The following screen 2 of 2 will appear.

Continued next page

Start/Resume Pay And Allowances (Subsistence Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

Press <GO> or <F1> again

```
              Start Resume Pay and Allowances (Screen 2 of 2)
        000-00-0000                        FN    SMITH, JOHN
    Stat        Options    Transactions
                N          Career Sea Pay and Career Sea Pay Premium (if applicable)?
                N          Special Duty Assignment Pay?
                N          Responsibility Pay?
                N          Start VHA?
                N          Start/Change/Verify VHA Offset?
                N          Change Rental Charge for Inadequate Govt Qtrs?
                N          Flight Deck Hazardous Duty Pay?
                N          High Pressure Chamber Hazardous Duty Incentive Pay?
```

The next screen 1 of 1 "Enlisted Subsistence Entitlements" will display. Complete the fields.

```
              Enlisted Subsistence Entitlements (Screen 1 of 1)
      000-00-0000                             FN        SMITH, JOHN
       Effective Date: 12/15/1997    Effective Time: 2300      Entry Type:

                     Enlisted Subsistence Entitlements

                    1. Regular BAS      (Element code 30)
                    2. Special BAS      (Element code 31)
                    3. Separate Rations (Element code 32)
                    4. Partial BAS      (Element code 34)


                     Subsistence Option:    1
```

Field	Action
Effective Date	For a member who reports PCS, SDA II will allow the user to enter a date equal to or greater than the date reported. If not submitted in conjunction with PCS, enter the date the member is entitled to subsistence pay.

Start/Resume Pay And Allowances (Subsistence Pay) (P607), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Effective Time	For a member who reports PCS, SDA II will allow the user to enter an effective time that is equal to or greater than the effective time reported (unless the effective date of this transaction is greater than the reporting date and time). If not submitted in conjunction with PCS, SDA II will automatically enter a time of 2300.
	Entry Type	This is not updatable.
	Subsistence Option	Enter one of the 4 options in screen 1 of 1 above.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   The Start/Resume Pay And Allowances (Subsistence Pay) transaction updates the following in PMIS/JUMPS.

- Segment 25 (For Regular BAS)
- Segment 27 (For Special BAS)
- Segment 26 (For Separate Rations)
- Segment 27 (For Partial BAS)

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Cost Of Living Allowance) (P607)

Purpose   This transaction is used to start Cost of Living Allowance for a member.

Reference   • Joint Federal Travel Regulations (JFTR), Chapter 9

Transaction   Cost of Living Allowance (COLA)
Built in SDA II

PMIS   P607
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **This transaction is required to be completed with all INCONUS PCS reporting transactions.**
- **Review chapter 9 of the JFTR** prior to submitting this transaction on a member.
- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.
- **When a member is receiving one COLA** entitlement and the entitlement changes (ie: member goes from COLA with dependents to COLA without dependents) this transaction will stop the old COLA entitlement and start the new COLA entitlement.
- **When a member is receiving two COLA** entitlements (i.e: OUTCONUS COLA without dependents and CONUS COLA with dependents), the PERSRU must submit a Stop Pay and Allowance (P625) transaction to stop CONUS COLA, then submit a Start Pay and Allowances (P607) transaction to start any new COLA entitlements.
- **For Fractional COLA** do not use this transaction. Use the start fractional COLA (P603) transaction

Fast Path ID   If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or
and Data Entry   press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		YN2 REILLY, MARTHA
Stat Options Transactions		
	N	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only) Pay?
	N	Tax Exclusion (until further orders) Pay?
	N	Subsistence Pay?
	N	COLA (Cost of Living Allowances)?

Continued next page

Start/Resume Pay And Allowances (Cost Of Living Allowance) (P607), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on line beside COLA (Cost Of Living Allowances). Your screen should now look as follows:

```
            Start Resume Pay and Allowances (Screen 1 of 2)
       000-00-0000                         YN2    REILLY, MARTHA
Stat       Options    Transactions
           N          Aviation Pay?
           N          Diving Duty Pay?
           N          Hardship Duty Pay-Location?
           N          Hostile Fire Pay (this month only)?
           N          Hostile Fire Pay (until further orders)?
           N          Tax Exclusion (this month only) Pay?
           N          Tax Exclusion (until further orders) Pay?
           N          Subsistence Pay?
           Y          COLA (Cost of Living Allowances)?
```

Now Press <GO> or <F1>. The following screen 2 of 2 will appear. Press <GO> or <F1> again

```
            Start Resume Pay and Allowances (Screen 2 of 2)
       000-00-0000                         YN2    REILLY, MARTHA
Stat       Options    Transactions
           N          Career Sea Pay and Career Sea Pay Premium (if applicable)?
           N          Special Duty Assignment Pay?
           N          Responsibility Pay?
           N          Start VHA?
           N          Start/Change/Verify VHA Offset?
           N          Change Rental Charge for Inadequate Govt Qtrs?
           N          Flight Deck Hazardous Duty Pay?
           N          High Pressure Chamber Hazardous Duty Incentive Pay?
```

Press <GO> or <F1> again. The next screen 1 of 1 "Cost Of Living Allowances" will display. Complete the fields.

Continued next page

Start/Resume Pay And Allowances (Cost Of Living Allowance) Continued

Fast Path ID and Data Entry, Continued

Complete the fields.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                 Cost Of Living Allowances (Screen 1 of 1)                     │
│  000-00-0000                                  YN2        REILLY, MARTHA        │
│                                                                               │
│          Effective Date: 12/17/1997    Effective Time: 0800      Entry Type:  │
│                                                                               │
│   Is this an OUTCONUS COLA with Dependents?:   N                              │
│                                                                               │
│            Number of COLA eligible Dependents:         (Element code 48)      │
│                               Location Code:           (Element code 49)      │
│                                                                               │
│        Partial COLA or COLA W/O Dependents:            (Element code 46)      │
│     Partial COLA or COLA W/O Location Code:            (Element code 47)      │
│                                                                               │
│                    Is this a INCONUS COLA?    Y                               │
│     Is this a INCONUS COLA with dependents?   Y   (Element code 90 w/deps 91 w/o deps) │
│                   INCONUS COLA ZIP Code:      66683                           │
└─────────────────────────────────────────────────────────────────────────────┘
```

Field	Action
Effective Date	Enter the day of the month the member becomes entitled to COLA.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Is this an OUTCONUS COLA with Dependents?	Enter "Y" if starting OUTCONUS COLA with dependents. Leave at "N" for OUTCONUS COLA without dependents.
Number of COLA eligible Dependents	Enter the number of COLA eligible dependents (if applicable).
Location Code	Enter the Location Code. Press <F2> help wheel for list of codes.
Partial COLA or COLA W/O Dependents	Enter "P" for partial COLA or "W" if no dependents. If the member is entitled to Partial COLA enter "P" If member is entitled to COLA without dependents enter "W."

Continued next page

Start/Resume Pay And Allowances (Cost Of Living Allowance) Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Partial COLA or COLA W/O Location Code?	Enter the Location Code. Press <F2> help wheel for list of codes.
	Is this a INCONUS COLA?	Enter "Y" if starting INCONUS COLA.
	Is this a INCONUS COLA with dependents?	Enter "Y" if starting INCONUS COLA with dependents. Note: If the member has no dependents then this field must remain at "N".
	INCONUS COLA Zip Code	Enter the zip code for INCONUS COLA.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   The Start/Resume Pay And Allowances (Cost of Living Allowances) updates the following in PMIS/JUMPS.

- Segment 29 (For OUTCONUS COLA)
- Segment 31 (For INCONUS COLA)

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start/Resume Pay And Allowances (Career Sea Pay And Sea Pay Premium) (P607)

Purpose	This transaction is used to start Career Sea Pay and Sea Pay Premium for a member.
Reference	• Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
Transaction Built in SDA II	Career Sea Pay and Sea Pay Premium.
PMIS Transaction	P607

Policies and Procedures

Information you need to know about this transaction:

- **Review chapter 4 of the Pay Manual** prior to submitting this transaction on a member.
- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.
- **Career Sea Pay and Hardship Duty Pay-Location** may not be paid to a member concurrently. However, non-rated personnel may receive Hardship Duty Pay-Location and record sea time concurrently.
- **CG Units Authorized Career Sea Pay/Time**. Ensure the member is assigned to a unit authorized Career Sea Pay/Time prior to submitting this transaction. A listing of authorized units begins on page 2-A-154, and up-to-date verification of eligibility can be attained by selecting the first option under the Unit File Inquiry (L4) in PMIS/JUMPS online inquiry.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display. When the screen appears, press <Go> or F1 again.

```
          Start Resume Pay and Allowances (Screen 1 of 2)
       000-00-0000                          BM3    JONES, ROBERT
Stat  Options Transactions
          N           Aviation Pay?
          N           Diving Duty Pay?
          N           Hardship Duty Pay-Location?
          N           Hostile Fire Pay (this month only)?
          N           Hostile Fire Pay (until further orders)?
          N           Tax Exclusion (this month only) Pay?
          N           Tax Exclusion (until further orders) Pay?
          N           Subsistence Pay?
          N           COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Career Sea Pay And Sea Pay Premium) (P607), Continued

Fast Path ID and Data Entry, Continued   The following screen 2 of 2 will appear. Enter "Y" on the line beside "Career Sea Pay and Career Sea Pay Premium" and press <GO> or F1.

```
                Start Resume Pay and Allowances (Screen 2 of 2)
        000-00-0000                          BM3    JONES, ROBERT
Stat          Options     Transactions
               Y          Career Sea Pay and Career Sea Pay Premium (if applicable)?
               N          Special Duty Assignment Pay?
               N          Responsibility Pay?
               N          Start VHA?
               N          Start/Change/Verify VHA Offset?
               N          Change Rental Charge for Inadequate Govt Qtrs?
               N          Flight Deck Hazardous Duty Pay?
               N          High Pressure Chamber Hazardous Duty Incentive Pay?
```

The next screen 1 of 1 "Career Sea Pay and Sea Pay Premium" will display. Complete the fields.

```
          Career Sea Pay and Sea Pay Premium Information (Screen 1 of 1 )
     000-00-0000                                   BM3    JONES, ROBERT
       Effective Date: 12/19/1997     Effective Time: 2300     Entry Type:

            Cumulative Sea Duty:  Years: 00  Months: 00  Days: 00

    Start Career Sea Duty/Pay District: 21   OPFAC: 12109  (Element code 54)
     Note:  Only enter a Sea Duty District and Opfac if wanting to
              start sea duty pay/time.

          Start Career Sea Pay Premium?:  N        (Element code 55)
```

Field	Action
Effective Date	Enter the effective date the member became entitled to this allowance.
Effective Time	Enter the effective time.
Entry Type	This is not updatable
Cumulative Sea Duty	SDA II will complete this field if the member has cumulative sea duty time.
Start Career Sea Duty/Pay District	Enter the two digit district and five digit unit opfac. **Note:** Only enter a Sea Duty District and Opfac if wanting to start sea duty pay/time.
Start Career Sea Pay Premium	If starting/resuming Career Sea Pay Premium enter "Y".

Continued next page

Start/Resume Pay And Allowances (Career Sea Pay and Sea Pay Premium) (P607), Continued

Fast Path ID and Data Entry, Continued

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Subsistence Pay) transaction updates the following in PMIS/JUMPS.

- Segment 00 (For Cumulative Sea Time)
- Segment 07 (For Career Sea Pay)
- Segment 37 (For Career Sea Pay Premium)
- Segment 69 (For Cumulative Sea Duty Adjustment)

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

<u>**ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME**</u>

UNIT ID	UNIT NAME
01 02605	CG ACT NEW YORK DETACH LAW ENFORCEMENT
01 13243	CGC POINT WELLS (WPB 82343)
01 13255	CGC POINT HANNON (WPB 82355)
01 13256	CGC POINT FRANCIS (WPB 82356)
01 13302	CGC HAMMERHEAD (WPB 87302)
01 13412	CGC SANIBEL (WPB 1312)
01 13426	CGC MONOMOY (WPB 1326)
01 13432	CGC WRANGELL (WPB 1332)
01 13433	CGC ADAK (WPB 1333)
01 13438	CGC GRAND ISLE (WPB 1338)
01 13440	CGC JEFFERSON ISLAND (WPB 1340)
01 13443	CGC BAINBRIDGE ISLAND (WPB 1343)
01 15517	CGC IDA LEWIS (WIN 551)
01 15518	CGC KATHERINE WALKER (WLM 552)
01 15519	CGC ABBIE BURGESS (WLM 553)
01 15520	CGC MARCUS HANNA
01 15204	CGC BITTERSWEET (WLB 389)
01 15241	CGC JUNIPER (WLB 201)
01 15242	CGC WILLOW (WLB 202)
01 15402	CGC RED BEECH (WLM 686)
01 17204	CGC TACKLE (NYTL 65604)
01 17207	CGC BRIDLE (NYTL 65607)
01 17208	CGC PENDANT (WYTL 65608)
01 17209	CGC SHACKLE (WYTL 65609)
01 17210	CGC HAWSER (WYTL 65610)
01 17211	CGC LINE (WYTL 65611)
01 17212	CGC WIRE (WYTI 65612)
01 17214	CGC BOLLARD (WYTL 65614)
01 17507	CGC PENOBSCOT BAY (WTGB 107)
01 17508	CGC THUNDER BAY (WTGB 108)
01 17509	CGC STURGEON BAY (WTGB 109)
01 66787	USS NORMANDY (CG 60)
05 13233	CGC POINT HIGHLAND (WPB 82333)
05 13240	CGC POINT BATAN (WPB 82430)
05 13247	CGC POINT BONITA (WPB 82347)
05 13257	CGC POINT HURON (WPB 82357)
05 13268	CGC POINT WARDE (WPB 82368)
05 13303	CGC MAKO PRECONDET (WPB 87303)
05 13409	CGC AQUIDNECK (WPB 1309)

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
05 13444	CGC BLOCK ISLAND (WPB 1344)
05 13445	CGC STATEN ISLAND (WPB 1345)
05 15217	CGC HORNBEAM (WLB 394)
05 15244	CGC ELM (NIB 204)
05 15401	CGC RED WOOD (WLM 685)
05 15404	CGC RED CEDAR (WLM 688)
05 15521	CGC JAMES RANKIN (WLM 555)
05 16305	CGC PRIMROSE (WLIC 316)
05 16602	CGC BLACKBERRY (WLIC 65303)
05 16903	CGC SLEDGE (WLIC 75303)
05 17003	CGC KENNEBEC (WLIC 802)
05 17201	CGC CAPSTAN (WYTI 65601)
05 17202	CGC CHOCK (WYTI 65602)
05 17215	CGC CLEAT (WYTL 65615)
05 17506	CGC MORRO BAY (WTGB 106)
05 66129	USS SCIROCCO (PC 6)
05 66901	LANTAREA LEDET GP BALTIMORE
05 66906	LANTAREA LEDET GP CAPE HATTERAS
07 02744	CGDSEVEN DEPLOYABLE LE DETACH MIAMI
07 13235	CGC POINT COUNTESS (WPB 82335)
07 13236	CGC POINT GLASS (WPB 82336)
07 13271	CGC POINT BARNES (WPB 82371)
07 13278	CGC POINT JACKSON (WPB 82378)
07 13279	CGC POINT MARTIN (WPB 82379)
07 13304	USCGC MARLIN (WPB 87304) PRECOMDET
07 13401	CGC FARALLON (WPB 1301)
07 13402	CGC MANITOU (WPB 1302)
07 13403	CGC MATAGORDA (WPB 1303)
07 13404	CGC MAUI (WPB 1304)
07 13405	CGC MONHEGAN (WPB 1305)
07 13414	CGC SAPELO (WPB 1314)
07 13416	CGC NANTUCKET (WPB 1316)
07 13417	CGC ATTU (WPB 1317)
07 13418	CGC BARANOF (WPB 1318)
07 13419	CGC CHANDELEUR (WPB 1319)
07 13423	CGC DRUMMOND (WPB 1323)
07 13424	CGC KEY LARGO (WPB 1324)
07 13425	CGC METOMPKIN (WPB 1325)
07 13428	CGC PADRE (WPB 1328)

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

<u>UNIT ID</u>   <u>UNIT NAME</u>

07 13429	CGC SITKINAK (WPB 1329)
07 13447	CGC PEA ISLAND (WPB 1347)
07 15220	CGC LAUREL (WLB 291)
07 15221	CGC MADRONA (WLB 302)
07 15522	USCGC JOSHUA APPLEBY (Wu4 556) PRECOMDET
07 16307	CGC SMILAX (WLIC 315)
07 16901	CGC ANVIL (WLIC 75301)
07 16902	CGC HAMMER (WLIC 75302)
07 16905	CGC VISE (WLIC 75305)
07 17002	CGC HUDSON (WLIC 801)
07 66428	USS CLIFTON SPRAGUE (FFG 16)
07 66472	USS JOHN HANCOCK (DD 981)
07 66485	USS PEGASUS (PEW 1)
07 66656	USS TAURUS (PEW 3)
07 66711	USS KENNEDY
07 66839	USS BOONE (FFG 28)
07 66840	USS NICHOLAS (FFG 47)
07 66891	USS GEMINI (PEW 6)
07 66892	USS ARIES (PEM 5)
07 66907	LANTAREA LEDET GP MIAMI BEACH
07 66908	LANTAREA LEDET STA LAKE WORTH
07 66910	LANTAREA LEDET CGD SEVEN
07 66911	LANTAREA LEDET STA PONCE DE LEON
07 66912	LANTAREA LEDET STA PRT CANAVERAL
07 66913	LANTAREA LEDET STA ST SIMONS ISL
07 66916	LANTAREA LEDET STA ISLAMORADA
07 66917	LANTAREA LEDET STA MARATHON
07 66919	LANTAREA LEDET STA CLEARWATER
07 66920	LANTAREA LEDET STA CORTEZ
07 66921	LANTAREA LEDET STA FT MEYERS
07 66922	LANTAREA LEDET STA GEORGETOWN
07 66923	LANTAREA LEDET GP CHARLESTON
07 66924	LANTAREA LEDET STA TYBEE
07 66959	USS STARK (FFG 31)
08 13242	CGC POINT BAKER (WPB 82342)
08 13244	CGC POINT ESTERO (WPB 82344)
08 13249	CGC POINT SPENCER (WPB 82349)
08 13252	CGC POINT SAL (WPB 82352)
08 13253	CGC POINT MONROE (WPB 82353)
08 13260	CGC POINT WINSLOW (WPB 82360)

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
08 13263	CGC POINT NOWELL (WPB 82363)
08 13266	CGC POINT LOBOS (WPB 82366)
08 13305	CGC STINGRAY (WPB 87305)
08 13420	CGC CHINCOTEAGUE (WPB 1320)
08 13439	CGC KEY BISCAYNE (WPB 1339)
08 13441	CGC KODIAK ISLAND (WPB 1341)
08 13448	CGC KNIGHT ISLAND (WPB 1348)
08 15225	CGC PAPAW (WLB 308)
08 15235	CGC SWEETGUM (WLB 309)
08 15506	CGC WHITE PINE (WLM 547)
08 15508	CGC WHITE SUMAC (WLM 540)
08 16904	CGC MALLET (WLIC 75304)
08 16906	CGC CLAMP (WLIC 75306)
08 16909	CGC HATCHET (WLIC 75309)
08 16910	CGC AXE (WLIC 75310)
08 17001	CGC PAMLICO (WLIC 800)
08 17004	CGC SAGINAW (WLIC 803)
08 19102	CGC SUMAC (WLR 311)
08 19301	CGC GASCONADE (WLR 75401)
08 19302	CGC MUSKINGUM (WLR 75402)
08 19303	CGC WYACONDA (WLR 75403)
08 19304	CGC CHIPPEWA (WLR 75404)
08 19305	CGC CHEYENNE (WLR 75405)
08 19306	CGC KICKAPOO (WLR 75406)
08 19307	CGC KANAWHA (WLR 75407)
08 19308	CGC PATOKA (WLR 75408)
08 19309	CGC CHENA (WLR 75409)
08 19310	CGC WEDGE (WLIC 75307)
08 19401	CGC OUACHITA (WLR 65501)
08 19402	CGC CIMARRON (WLR 65502)
08 19403	CGC OBION (WLR 65503)
08 19404	CGC SCIOTO (WLR 65504)
08 19405	CGC OSAGE (WLR 65505)
08 19406	CGC SANGAMON (WLR 65506)
08 19501	CGC KANKAKEE (WLR 75500)
08 19502	CGC GREENBRIER (WLR 75501)
08 66926	LANTAREA LEDET STA PORT ARANSAS
08 66927	ANTAREA LEDET ST PORT OCONNOR
08 66928	LANTAREA LEDET STA PASCAGOUL A

Continued next page

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
08 66930	LANTAREA LEDET STA PANAMA CITY
08 66931	LANTAREA LEDET STA DESTIN
08 66932	LANTAREA LEDET STA PENSACOLA
08 66934	LANTAREA LEDET STA SABINE
08 66935	LANTAREA LEDET STA FREEPORT
08 66936	LANTAREA LEDET CGD EIGHT
08 66937	LANTAREA LEDET GP NOLA
08 66938	LANTAREA LEDET STA PORT ISABEL
09 14101	CGC MACKINAW (WAGB 83)
09 15201	CGC ACACIA (WLB 406)
09 15207	CGC BRAMBLE (WLB 392)
09 15233	CGC SUNDEW (WLB 404)
09 16402	CGC BUCKTHORN (WLI 642)
09 17501	CGC KATMAI BAY (WTGB 101)
09 17502	CGC BRISTOL BAY (WTGB 102)
09 17503	CGC MOBILE BAY (WTGB 103)
09 17504	CGC BISCAYNE BAY (WTGB 104)
09 17505	CGC NEAH BAY (WTGB 105)
11 13238	CGC POINT BRIDGE (WPB 82338)
11 13239	CGC POINT CHICO (WPB 82339)
11 13258	CGC POINT STUART (WPB 82358)
11 13272	CGC POINT BROWER (WPB 82372)
11 13273	CGC POINT CAMDEN (WPB 82373)
11 13274	CGC POINT CARREW (WPB 82374)
11 13277	CGC POINT HOBART (WPB 82377)
11 13301	CGC BARRACUDA (WPB 87301)
11-13306	CGC DORADO (WPB 87306)
11 13430	CGC TYBEE (WPB 1330)
11 13442	CGC LONG ISLAND (WPB 1342)
11 15208	CGC BUTTONWOOD (WLB 306)
11 15212	CGC CONIFER (WLB 301)
11 66194	USS MCCLUSKEY (FFG41)
11 66357	USS LEAHY (CG 16)
11 66358	USS GRIDLEY (CO 21)
11 66373	USS FIFE (DD 991)
11 66374	USS MARVIN SHIELDS (FF 1066)
11 66504	USS HEPBURN (FE 1055)

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
11 66505	USS DAVID R RAY (DD 971)
11 66507	USS ROBISON (FFG 49)
11 66597	USS FANNING (FE 1076)
11 66598	USS KNOX (FF 1052)
11 66601	USS KINKAID (DD 965)
11 66630	USS HOEL (DDG 13)
11 66631	USS LYNDE MCCORMICK (DDG 8)
11 66633	USS HEWITT (DD 966)
11 66653	USS FOSTER (DD 964)
11 66655	USS ENGLAND (CG 22)
11 66721	USS FOX (CG 33)
11 66722	USS HALSEY (CG 23)
11 66785	USS VINCENNES (CG 49)
11 66954	USS JOEN A MOORE (FFG 19)
11 66955	USS MERRILL (DD 976)
11 66961	USS OLENDORF (DD 972)
13 13251	CGC POINT BENNETT (WPB 82351)
13 13270	CGC POINT RICHMOND (WPB 82370)
13 13275	CGC POINT DORAN (WPB 82375)
13 13307	CGC OSPREY (WPB 87307)
13 13422	CGC CUTTYHUNK (WPB 1322)
13 13427	CGC ORCAS (WPB 1327)
13 15213	CGC COWSLIP (WLB 277)
13 15223	CGC MARIPOSA (WLB 397)
13 16302	CGC BLUEBELL (WLI 313)
13 16605	CGC BAYBERRY (WLI 65400)
13 66731	USS RODNEY M DAVIS (FFG 60)
14 13254	CGC POINT EVANS (WPB 82354)
14 13431	CGC WASHINGTON (WPB 1331)
14 13437	CGC ASSATEAGUE (WPB 1337)
14 15243	CGC KUKUI (WLB 203)
14 15245	CGC WALNUT (WLB 205)
14 66375	USS INGERSOLL (DDG 990)
14 66652	USS COCHRANE (DDG 21)
20 00259	CG TACTICAL LE TEAM SOUTH 70B
20 00260	CG TACTICAL LE TEAM SOUTH 70C
20 00264	CG TACTICAL LE r

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ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
20 00269	CG TACTICAL LE 7OL
20 00270	CG TACTICAL LE H 1OA
20 00272	CG TACTICAL LE T~ NORTH SOA
20 00273	CG TACTICAL LE TWAM NORTH SOB
20 00274	CG TACTICAL LE TEAM NORTH SOC
20 00275	CG TACTICAL LE TEAM BALTIMORE MD
20 00276	CG TACTICAL LE TEAM BALTIMORE MD
20 00282	CG TACTICAL LE DETACH 80D
20 00278	CG TACTICAL LE TEAM NORTH SOG
20 00280	CG TACTICAL LE TEAM GULF 80B
20 00281	CG TACTICAL LE TEAM GULF SOC
20 00284	CG TACTICAL LE DETACH 80F
20 00286	CG TACTICAL LE TEAM 80H
20 11402	CGC DALLAS (WHEC 716)
20 11407	CGC GALLATIN (WHEC 721)
20 11501	CGC BEAR (WMEC 901)
20 11502	CGC TAMPA (WMEC 902)
20 11503	CGC HARRIET LANE (WMEC 903)
20 11504	CGC NORTHLAND (WMEC 904)
20 11505	CGC SPENCER (WMEC 905)
20 11506	CGC SENECA (WMEC 906)
20 11507	CGC ESCANABA (WMEC 907)
20 11508	CGC TAHOMA (WMEC 908)
20 11509	CGC CAMPBELL (WMEC 909)
20 11510	CGC THETIS (WMEC 910)
20 11511	CGC FORWARD (WMEC 911)
20 11512	CGC LEGARE (WMEC 911)
20 11513	CGC MOHAWK (WMEC 913)
20 12101	CGC RELIANCE (WMEC 615)
20 12102	CGC DILIGENCE (WMEC 616)
20 12103	CGC VIGILANT (WMEC 617)
20 12105	CGC CONFIDENCE (WMEC 619)
20 12106	CGC RESOLUTE (WMEC 620)
20 12107	CGC VALIANT (WMEC 621)
20 12108	CGC COURAGEOUS (WMEC 622)
20 12110	CGC DAUNTLESS (WMEC 624)
21 12111	CGC VENTUROUS (WMEC 625)
20 12112	CGC DEPENDABLE (WMEC 626)
20 12113	CGC VIGOROUS (WMEC 627)
20 12114	CGC DURABLE (WMEC 628)
20 12115	CGC DECISIVE (WMEC 629)

<u>**ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)**</u>

UNIT ID	UNIT NAME
20 13601	CCG THUNDERBOLT
20 34303	CG TACLET SOUTH
20 34304	CG TACLET NORTH
20 34305	CG REGIONAL TACLET GULF
20 66250	CG AFLOAT TRNG OFFICER FLT TRNG GP MAYPORT
20 66255	CG LIAISON OFFICER AFLOAT TRNG GP ATLANTIC
20 66897	LANTAREA LEDET AIRSTA CAPE COD
20 66898	LANTAREA LEDET CGD FIVE
20 66899	LANTAREA LEDET GP EASTERN SHORE
20 66902	LANTAREA LEDET GP FT MACON
20 66905	LANTAREA LEDET GP HAMPTON ROADS
20 66909	LANTAREA LEDET GP MAYPORT
20 66915	LANTAREA LEDET GP KEY WEST
20 66918	LANTAREA LEDET GP ST PETERSBURG
20 66925	LANTAREA LEDET CORPUS CHRISTI
20 66933	LANTAREA LEDET GP GALVESTON
21 01700	CG PAC AREA LE DETACH 1
21 01701	CG PAC AREA LE DETACH 2
21 01702	CG PAC AREA LE DETACH 3
21 01703	CG PAC AREA LE DETACH 4
21 01704	CG PAC AREA LE DETACH 5
21 01705	CG PAC AREA LE DETACH 6
21 01706	CG PAC AREA LE DETACH 7
21 11401	CGC HAMILTON (WHEC 715)
21 11403	CGC MELLON (WHEC 717)
21 11404	CGC CHASE (WHEC 718)
21 11405	CGC BOUTWELL (WHEC 719)
21 11406	CGC SHERMAN (WHEC 720)
21 11408	CGC MORGENTHAU (WHEC 722)
21 11409	CGC RUSH (WHEC 723)
21 11410	CGC MUNRO (WHEC 724)
21 11411	CGC JARVIS (WHEC 725)
21 11412	CGC MIDGETT (WHEC 726)
21 12104	CGC ACTIVE (WMEC 618)
21 12109	CGC STEADFAST (WMEC 623)
21 12116	CGC ALERT (WMEC 630)
21 12204	CGC ALEX HALEY (WMEC 39)
21 14501	CGC POLAR STAR (WAGB 10)
21 14502	CGC POLAR SEA (WAGB 11)
21 34301	CG PACAREA TACLET
21 66208	CG LIAISON OFFICER FLT TRNG GP SAN DIEGO

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
21 66252	CG LIAISON OFFICER AFLOAT TRNG GP HONOLULU
21 66610	CGLO MDZ COMTHIRDFLEET
53 13232	TRNG TEAM CUTTER POINT NEVERDOCK
60 18301	CGC EAGLE (WIX 327)
73 03950	CGC HEALY
85 74230	AMC RB NOAAS RONALD H. BROWN
85 74231	NOAAS ADVENTUROUS
85 74232	NOAAS MT MITCHELL
8S 74233	AMC GU NOAAS GORDON GUNTER
85 74234	AMC AL NOAAS ALBATROSS IV
85 74235	AMC OR NOAAS OREGON II
85 74236	AMC WH NOAAS WHITING
85 74237	AMC CH NOAAS CHAPMAN
85 74238	AMC DE NOAAS DELAWARE II
85 74239	AMC FE NOAAS FERREL
85 74240	NOAAS HECK
85 74241	AMC RU NOAAS RUDE
85 74242	R/V GLORIA MICHELLE
85 74264	PMC RA NOAAS RAINIER
85 74266	USGSS WORTHY
85 74268	PMC MF NOAAS MILLER FREEMAN
85 74269	PMC AR NOAAS MCARTHUR
85 74270	PMC DS NOAAS DAVID STARR JORDAN
85 74272	NOAAS JOHN N COBB
85 74279	NON NOAA VESSELS
98 02804	USS RUSSEL (DDG 59)
98 02805	USS LABOON (DDG 58)
98 03484	SR CG OFFICER USS PETERSON (DD 969)
98 04664	SR CG OFFICER USS JOHN S MCCAIN (DDG 56)
98 04665	SR CG OFFICER USS DEYG (DD 989)
98 04684	USS STEPHEN W GROVES
98 04685	USS MILIUS
98 66195	USS FLETCHER (DD992)
98 66196	USS FORD (FFGS4)
98 66365	USS BREWTON (FF 1086)

ACTIVE CG UNITS AUTHORIZED CAREER SEA PAY/TIME (continued)

UNIT ID	UNIT NAME
98 66386	USS HAROLD E HOLT (FF 1074)
98 66398	USS JOSEPH STROUSE (DD 16)
98 66429	USS ROBERT PEARY (FF 1073)
98 66433	USS CONNELLY (DD 979)
98 66434	USS HARRY E YARNELL (CG 17)
98 66441	USS BADGER (FF 1071)
98 66444	USS COMPTE DE GRAS (DD 974)
98 66448	USS WHIPPLE (FF 1062)
98 66449	USS DONALD D BEARY (FF 1085)
98 66489	USS CONNOLE (FF 1756)
98 66490	USS WORDEN (CG 18)
98 66492	USS MCCLOY (FF 1038)
98 66494	USS ARTHUR H RADFORD (DD 968)
98 66508	USS BARNEY (DDG 6)
98 66509	USS SAMPLE (FF 1048)
98 66576	USS LEFTWICH (DD 984)
98 66579	USS JOSEPHUS DANIELS (CG 27)
98 66632	USS GOLDSBOROUGH (DDG 20)
98 66642	IJSS DAHLGREN (DDG 43)
98 66654	USS OVELLET (F? 1077)
98 66658	USS WISCONSIN (BE 64)
98 66723	USS CUSHING (DO 985)
98 66732	USS YORKTOWN (CG 48)
98 66794	USS CARON (OD 970)
98 66960	USS HAYLER (DD 997)
99 66211	CG PAC AREA AFLOAT TRNG GP NW DETACH
99 66257	FTC CHARLESTON
99 66571	FTC NORFOLK

Start/Resume Pay And Allowances (Special Duty Assignment Pay) (P607)

Purpose   This transaction is used to start Special Duty Assignment Pay for a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
- Special Duty Assignment Pay (SDAP), COMDTINST 1430.10 (series)

Transaction   Special Duty Assignment Pay Entitlements.
Built in SDA II

PMIS   P607
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **Review above references** prior to submitting this transaction on a member.

- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

Fast Path ID   If not creating this transaction in an event, enter "PADJSTRT" for Fast Path
and Data Entry   ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the
member's SSN or last name and press <GO> or F1. The following
screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again.

```
                  Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                              EMCM   WHITE, JOHN
Stat  Options Transactions
                N          Aviation Pay?
                N          Diving Duty Pay?
                N          Hardship Duty Pay-Location?
                N          Hostile Fire Pay (this month only)?
                N          Hostile Fire Pay (until further orders)?
                N          Tax Exclusion (this month only) Pay?
                N          Tax Exclusion (until further orders) Pay?
                N          Subsistence Pay?
                N          COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Special Duty Assignment Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

The following screen 2 of 2 will appear. Enter "Y" on the line beside "Special Duty Assignment Pay" and press <GO> or F1.

```
                Start Resume Pay and Allowances (Screen 2 of 2)
         000-00-0000                        EMCM    WHITE, JOHN
  Stat        Options    Transactions
                N        Career Sea Pay and Career Sea Pay Premium (if applicable)?
                Y        Special Duty Assignment Pay?
                N        Responsibility Pay?
                N        Start VHA?
                N        Start/Change/Verify VHA Offset?
                N        Change Rental Charge for Inadequate Govt Qtrs?
                N        Flight Deck Hazardous Duty Pay?
                N        High Pressure Chamber Hazardous Duty Incentive Pay?
```

The next screen 1 of 1 "Special Duty Assignment Pay Entitlements" will display. Complete the fields.

```
              Special Duty Assignment Pay Entitlements (Screen 1 of 1 )
     000-00-0000                               EMCM  WHITE, JOHN
       Effective Date:  12/29/1997      Effective Time:  0800       Entry Type:

              Special Duty Assignment Pay Code:    B3     (Element code 70)
```

Field	Action
Effective Date	Enter the effective date the member became entitled to pay.
Effective Time	Enter the effective time.
Entry Type	This is not updatable
Special Duty Assignment Pay Code	Enter code. Use the help wheel <F2> for a list of valid codes.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued next page

Start/Resume Pay And Allowances (Special Duty Assignment Pay) (P607), Continued

PMIS/JUMPS Effect
The Start/Resume Pay And Allowances (Special Duty Assignment Pay) transaction updates the following in PMIS/JUMPS.

- Segment 06

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions
Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start/Resume Pay And Allowances (Responsibility Pay) (P607)

Purpose	This transaction is used to start Responsibility Pay for a member.
Reference	• Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
Transaction Built in SDA II	Responsibility Pay.
PMIS Transaction	P607

Policies and Procedures

Information you need to know about this transaction:

• **Review chapter 4 of the Pay Manual** prior to submitting this transaction on a member.

• **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

Fast Path ID and Data Entry

Enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again.

```
            Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                          CDR   BROWN, CHRIS
Stat_OptionsTransactions
            N           Aviation Pay?
            N           Diving Duty Pay?
            N           Hardship Duty Pay-Location?
            N           Hostile Fire Pay (this month only)?
            N           Hostile Fire Pay (until further orders)?
            N           Tax Exclusion (this month only) Pay?
            N           Tax Exclusion (until further orders) Pay?
            N           Subsistence Pay?
            N           COLA (Cost of Living Allowances)?
```

Start/Resume Pay And Allowances (Responsibility Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

The following screen 2 of 2 will appear. Enter "Y" on the line beside "Responsibility Pay" and press <GO> or F1.

```
                 Start Resume Pay and Allowances (Screen 2 of 2)
          000-00-0000                          CDR   BROWN, CHRIS
     Stat        Options   Transactions
                   N       Career Sea Pay and Career Sea Pay Premium (if applicable)?
                   N       Special Duty Assignment Pay?
                   Y       Responsibility Pay?
                   N       Start VHA?
                   N       Start/Change/Verify VHA Offset?
                   N       Change Rental Charge for Inadequate Govt Qtrs?
                   N       Flight Deck Hazardous Duty Pay?
                   N       High Pressure Chamber Hazardous Duty Incentive Pay?
```

The next screen 1 of 1 "Responsibility Pay" will display. Complete the fields.

```
                  Responsibility Pay (Screen 1 of 1 )
     000-00-0000                               CDR   BROWN, CHRIS
        Effective Date: 12/29/1997    Effective Time: 0800     Type Entry:
```

Note: This transaction will create element code 75.

Field	Action
Effective Date	Enter the effective date the member became entitled to pay.
Effective Time	Enter the effective time.
Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start/Resume Pay And Allowances (Responsibility Pay) transaction updates the following in PMIS/JUMPS.

- Segment 09

- Does not effect the PMIS screens in the PMIS Data Base.

Start/Resume Pay And Allowances (Responsibility Pay) (P607), Continued

Corrections and Deletions   Deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start/Resume Pay And Allowances (Start VHA) (P607)

As of 1 January 1998 this transaction is no longer used.

However, if necessary, SDA-II will allow <u>original</u>, <u>correction</u>, or <u>deletion</u> type VHA or VHA Offset transactions to be submitted with an <u>effective date of 31 December 1997 or earlier.</u>

Start/Resume Pay And Allowances (Change Rental Charge For Inadequate Govt Quarters) (P607)

Purpose
This transaction is used to Change Rental Charge For Inadequate Govt Quarters for a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 7.

Transaction Built in SDA II
Change Rental Charge For Inadequate Govt Quarters.

PMIS Transaction
P607

Policies and Procedures
Information you need to know about this transaction:

- **Review chapter 7 of the Pay Manual** prior to submitting this transaction on a member.

- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

- **The "new rental charge" amount** shall be the lesser of: (a) the fair rental value of the inadequate quarters; or (b) 75% of BAH Type II at the with dependents rate. For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member. For example:

  1) A member (without a spouse in service) receives $400 per month BAH Type II with dependents, and is assigned to inadequate government quarters with a fair rental value of $350 per month. Enter $300 as the "New Rental Charge" (75% of the BAH Type II rate).

  2) Spouse's in service jointly occupy inadequate government quarters. If the quarters has a fair rental value of $350 per month, and member "A" collects BAH Type II with dependents at $420 per month. And member "B" collects BAH Type II without dependents at $260 per month. The total "New Rental Charge" shall be $315 (75% of the BAH Type II with dependents rate). On each of the member's "A" and "B" individual transactions enter $157.50 as the "New Rental Charge" (1/2 of $350 per month).

Fast Path ID and Data Entry
If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Continued next page

Start/Resume Pay And Allowances (Change Rental Charge For Inadequate Govt Quarters) (P607), Continued

Fast Path ID and Data Entry, Continued

When the below screen appears, Press <Go> or F1 again.

```
                    Start Resume Pay and Allowances (Screen 1 of 2)
          000-00-0000                              YN2   LANE, JANE
Stat  Options Transactions
              N         Aviation Pay?
              N         Diving Duty Pay?
              N         Hardship Duty Pay-Location?
              N         Hostile Fire Pay (this month only)?
              N         Hostile Fire Pay (until further orders)?
              N         Tax Exclusion (this month only) Pay?
              N         Tax Exclusion (until further orders) Pay?
              N         Subsistence Pay?
              N         COLA (Cost of Living Allowances)?
```

The following screen 2 of 2 will appear. Enter "Y" on the line beside "Responsibility Pay" and press <GO> or F1.

```
                    Start Resume Pay and Allowances (Screen 2 of 2)
          000-00-0000                              YN2   LANE, JANE
Stat           Options   Transactions
              N         Career Sea Pay and Career Sea Pay Premium (if applicable)?
              N         Special Duty Assignment Pay?
              N         Responsibility Pay?
              N         Start VHA?
              N         Start/Change/Verify VHA Offset?
              Y         Change Rental Charge for Inadequate Govt Qtrs?
              N         Flight Deck Hazardous Duty Pay?
              N         High Pressure Chamber Hazardous Duty Incentive Pay?
```

The next screen 1 of 1 "Inadequate Quarters - New Rental Charge" will display. Complete the fields.

```
          Inadequate Quarters - New Rental Charge (Screen 1 of 1 )
      000-00-0000                              YN2   LANE, JANE
      Effective Date: 12/29/1997     Effective Time: 0800     Type Entry:

                  New Rental Charge:   300.00   (Element code 87)
```

Continued next page

Start/Resume Pay And Allowances (Change Rental Charge For Inadequate Govt Quarters) (P607), Continued

Field	Action
Effective Date	Enter the effective date the rental change went into effect on the member.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
New Rental Charge	Enter the new rental charge.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   The Start/Resume Pay And Allowances transaction (Change Rental Charge For Inadequate Govt Quarters) updates the following in PMIS/JUMPS.

- Segment 16

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start/Resume Pay And Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607)

Purpose	This transaction is used to pay Flight Deck Hazardous Duty Incentive Pay for a member.

Reference
- Pay Manual, COMDTINST M7220.29 (series), Chapter 5.
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.

Transaction Built in SDA II   Flight Deck Hazardous Duty Incentive Pay

PMIS Transaction   P607

Policies and Procedures   Information you need to know about this transaction:

- **Review above references** prior to submitting this transaction on a member.

- **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction.

- **Submit this transaction for each month** a member is entitled to FDHDIP. Do not submit more than one FDHDIP transaction for each month.

- **The effective dat**e must be during the month the member earns FDHDIP.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again..

```
              Start Resume Pay and Allowances (Screen 1 of 2)
        000-00-0000                              BM3   KLINE, KODY
Stat  Options Transactions
            N          Aviation Pay?
            N          Diving Duty Pay?
            N          Hardship Duty Pay-Location?
            N          Hostile Fire Pay (this month only)?
            N          Hostile Fire Pay (until further orders)?
            N          Tax Exclusion (this month only) Pay?
            N          Tax Exclusion (until further orders) Pay?
            N          Subsistence Pay?
            N          COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

The following screen 2 of 2 will appear. Enter "Y" on the line beside "Flight Deck Hazardous Duty Pay" and press <GO> or F1.

```
            Start Resume Pay and Allowances (Screen 2 of 2)
      000-00-0000                              BM3   KLINE, KODY
Stat       Options   Transactions
           N         Career Sea Pay and Career Sea Pay Premium (if applicable)?
           N         Special Duty Assignment Pay?
           N         Responsibility Pay?
           N         Start VHA?
           N         Start/Change/Verify VHA Offset?
           N         Change Rental Charge for Inadequate Govt Qtrs?
           Y         Flight Deck Hazardous Duty Pay?
           N         High Pressure Chamber Hazardous Duty Incentive Pay?
```

The next screen 1 of 1 "Flight Deck Hazardous Duty Incentive Pay" will display. Complete the fields.

```
        Flight Deck Hazardous Duty Incentive Pay (Screen 1 of 1 )
      000-00-0000                              BM3   KLINE, KODY
   Effective Date: 12/01/1997    Effective Time: 0800     Entry Type:

   Flight Deck Hazard Pay Start:  12/21/1997   (Element code 14)
   Flight Deck Hazard Pay Stop:   12/31/1997   (Element code 15)
```

Field	Action
Effective Date	Enter the effective date the member became entitled to this pay. **Note:** a separate transaction is required for each month or part of a month the member is entitled to FDHDIP.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Flight Deck Hazard Pay Start	Enter the day of the month the member becomes entitled to FDHDIP. Note: if the member is entitled for the entire month, the first day of the month will be entered here.
Flight Deck Hazard Pay Stop	Enter the of day the month FDHIP ends. Note: if the member is entitled through the end of the month, the last day of the month will be entered here.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Start/Resume Pay And Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607), Continued

PMIS/JUMPS Effect   The Start/Resume Pay And Allowances transaction (Flight Deck Hazardous Duty Incentive Pay) updates the following in PMIS/JUMPS.

- Segment 49

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start/Resume Pay And Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607)

Purpose	This transaction is used to pay a member High Pressure Chamber Hazardous Duty Incentive Pay.
Reference	• Pay Manual, COMDTINST M7220.29 (series), Chapter 5. • Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.
Transaction Built in SDA II	High Pressure Chamber Hazardous Duty Incentive Pay
PMIS Transaction	P607

Policies and Procedures

Information you need to know about this transaction:

• **Review above references** prior to submitting this transaction on a member.

• **If the member will be receiving multiple allowances**, the user may select them by putting a "Y" beside the allowances in this transaction. However, dual payment of HDIP and Diving Duty Pay is not authorized.

• **Submit this transaction for each month** a member is entitled to HDIP. The member must requalify for HDIP each month it is to be received.

• **The effective dat**e must be within the dates reported the member is authorized HDIP during the month.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "PADJSTRT" for Fast Path ID or press "AJBA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again.

```
              Start Resume Pay and Allowances (Screen 1 of 2)
     000-00-0000                              BM1   CARSON, KEVIN
Stat  Options Transactions
          N         Aviation Pay?
          N         Diving Duty Pay?
          N         Hardship Duty Pay-Location?
          N         Hostile Fire Pay (this month only)?
          N         Hostile Fire Pay (until further orders)?
          N         Tax Exclusion (this month only) Pay?
          N         Tax Exclusion (until further orders) Pay?
          N         Subsistence Pay?
          N         COLA (Cost of Living Allowances)?
```

Continued next page

Start/Resume Pay And Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607), Continued

Fast Path ID and Data Entry, Continued

The following screen 2 of 2 will appear. Enter "Y" on the line beside "High Pressure Chamber Hazardous Duty Incentive Pay" and press <GO> or F1.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		BM1 CARSON, KEVIN
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>N</u>	Flight Deck Hazardous Duty Pay?
	<u>**Y**</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

The next screen 1 of 1 "High Pressure Chamber HDIP" will display. Complete the fields.

High Pressure Chamber HDIP (Screen 1 of 1)		
000-00-0000		BM1 CARSON, KEVIN
Effective Date: <u>12/16/1997</u>	Effective Time: <u>0800</u>	Entry Type:
HPCHDIP Start Date: <u>12/16/1997</u>	**(Element code 28)**	
HPCHDIP Stop Date: <u>12/21/1997</u>	**(Element code 29)**	

Field	Action
Effective Date	Enter the effective date. It must be within the HPCHDIP "start" and "stop" dates. Note: a separate transaction is required for each month or part of a month the member is entitled to HPCHDIP.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
HPCHDIP Start Date	Enter the day of the month the member becomes entitled to HPCHDIP. Note: if the member is entitled for the entire month, the first day of the month will be entered here.
HPCHDIP Stop Date	Enter the day of the month HPCHDIP ends. Note: if the member is entitled through the end of the month, the last day of the month will be entered here.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Start Change/Verify VHA Offset (P608)

As of 1 January 1998 this transaction is no longer used.

However, if necessary, SDA-II will allow <u>original</u>, <u>correction</u>, or <u>deletion</u> type VHA or VHA Offset transactions to be submitted with an <u>effective date of 31 December 1997 or earlier.</u>

Start/Resume Pay And Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607), Continued

PMIS/JUMPS Effect   The Start/Resume Pay And Allowances transaction (High Pressure Chamber Hazardous Duty Incentive Pay) updates the following in PMIS/JUMPS.

- Segment 49

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Start, Stop or Change OHA (P609)

Purpose   This transaction is used to pay a member Overseas Housing Allowance (OHA).

Reference
- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.
- Joint Federal Travel Regulations, Chapter 9.

Transaction   Start, Stop or Change OHA.
Built in SDA II

PMIS   P609
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **Review above references** prior to submitting this transaction on a member.
  There are several important policies governing the payment of OHA.

- **Submit this transaction to <u>start</u> OHA**.

- **Submit this transaction to <u>change</u>** OHA when there is a change in any variable
  used for the computation of OHA. This includes changes in:

  1. A member's dependency status, BAH entitlement or FSH entitlement.
  2. Monthly rental/ownership costs.
  3. The utility indicator.
  4. Rank/Rate due to promotion or demotion (after this change is reflected in
     PMIS/JUMPS database).
  5. Homeowner/Renter code.
  6. Place of residence.
  7. Number of sharers.

- <u>Do not submit this transaction as a result from changes made to the PDTATAC
  web site (www.dtic.mil/perdiem/). HRSIC is responsible for these changes.</u>

- **Submit this transaction to <u>stop </u>OHA. Note:** Do not use the OHA stop
  transaction due to:

  1. PCS departure, or
  2. Assignment to Government Quarters.

- OHA will <u>automatically </u>stop when a Departing Endorsement or Change in
  BAH/change in housing (P606) transaction processes in PMIS/JUMPS assigning
  a member to government quarters.

Fast Path ID   If not creating this transaction in an event, enter "PADJOHA" for Fast Path ID or
and Data Entry   press "AJBH" from the Main Menu Screen in SDA II. Then enter the member's
                      SSN or last name and press <GO> or F1. Then press go again.

Continued on next page

Start, Stop or Change OHA (P609), Continued

Fast Path ID and Data Entry, Continued

The following screen 1 of 1 will appear. Begin completing the fields.

Overseas Housing Allowance Information (Screen 1 of 1)
000-00-0000   HS1   BLAKE, ROBERT

Effective Date: <u>01/05/1998</u>   Effective Time: <u>0001</u>   Entry Type:

OHA Action: <u>1</u>

Location Code (from JFTR):	<u>AK077</u>	JFTR Rental Ceiling/US $:	<u>600.00</u>
Monthly Utility Cost/US $:	<u>650.00</u>	JFTR Utility Indicator:	<u>025</u>
Homeowner/Renter Code:	<u>R</u>	Does Member have Dependendts?:	<u>Y</u>
Number of Sharers:	<u>00</u>	Rent in Foreign/US Currency?:	<u>US</u>
Rent Amount in US Dollars:	<u>650.00</u>	MIHA/Miscellaneous/US $:	<u>600.00</u>
MIHA/Rent/US $:	<u>650.00</u>	MIHA/Security/US $:	<u>600.00</u>

Field	Action
Effective Date	For OHA starts or stops, enter the date prescribed in the JFTR, U9100C. For changes, use the date the change took place.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
OHA Action This field creates **element codes:** **01** (for start OHA) **02** (for stop OHA) **03** (for change OHA)	Enter the OHA action (1-start, 2-stop, 3-change). **Note: If a stop OHA transaction is submitted, no other action/fields are necessary.**
Location Code **element code 04**	Enter the location code. Use the help wheel <F2> or access the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Rental Ceiling **element code 05**	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
Monthly Utility Cost **element code 06**	Enter the monthly utility cost before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Utility Indicator **element code 07**	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
JFTR Monthly Initial/Terminal Occupancy Expense **element code 08**	Not shown in screen 1 of 1 above. However, **element code 08** will be created on <u>OHA change</u> <u>transactions</u>. This entitlement was terminated 31 Aug 93. SDA II will automatically enter 999.99 in this field.

Start, Stop or Change OHA (P609), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Homeowner/Renter Code **element code 09**	Enter H (homeowner) or R (renter).
	Does member have Dependents?	Enter Y (yes) or N (no) to indicate whether or not the member has dependents. **Note:** Y creates **element code 10** and N creates **element code 12** for "Number of Sharers" field below.
	Number of Sharers. **element codes**: **10** (with dependents), or **12** (without dependents)	Enter the number of sharers. For a definition of "sharers" for OHA purposes, see chapter 9 of the JFTR.
	Rent in Foreign/US Currency? **element codes:** **13** (for foreign currency) **14** (for US currency)	Enter U (for US currency) or F (for foreign currency). For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. Renters enter the monthly amount. If foreign currency amount is entered, convert the amount to dollars by using the PDTATAC web site (www.dtic.mil/perdiem/).
	MIHA/Miscellaneous **element code 17**	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security. **Note:** This field will not be completed for a change OHA transaction.
	Rent amount in US dollars. **element code 18**	Enter the actual rent paid in US dollars. **Note:** This field will not be completed for a change OHA transaction.
	MIHA/Security **element code 19**	Enter the actual security MIHA US dollars. **Note:** This field will not be completed for a change OHA transaction.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect The Start, Stop or Change OHA transaction updates the following in PMIS/JUMPS:

- Segment 46

- Has no effect on the PMIS screens in the PMIS database.

Corrections and Deletions Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Start Or Stop Interim Housing Allowance (P609)

Purpose   This transaction is used to pay a member Interim Housing Allowance (IHA).

Reference   • Joint Federal Travel Regulations, Chapter 9.

Transaction Start or Stop Interim Housing Allowance
Built in SDA II

PMIS   P609
Transaction

Policies and Information you need to know about this transaction:
Procedures

• **Review chapter 9 of the JFTR.**

• **Submit this transaction to <u>start</u> IHA**.

• **Submit this transaction to <u>stop </u>IHA.**

Fast Path ID If not creating this transaction in an event, enter "P609-IHA" for Fast Path ID or
and Data Entry press "AJBJ" from the Main Menu Screen in SDA II. Then enter the member's SSN
or last name and press <GO> or F1. Then press go again.

The following screen 1 of 1 will appear. Begin completing the fields.

Interim Housing Allowance Information (Screen 1 of 1)

000-00-0000   LT   MCINTOSH, JILL
Effective Date: 01/12/1998   Effective Time: 0001   Entry Type:

                  Interim Housing: 1

        Location Code (from JFTR): AK077   JFTR Rental Ceiling: 500.00
            Monthly Utility Cost: 500.00   JFTR Utility Indicator: 025
          Homeowner/Renter Code: R   Enter number of Sharers: 01
     Rent in Foreign/US Currency?: 500.00   Rent amount in US Dollars: 500.00
            MIHA/Miscellaneous: 500.00   MIHA/Rent   500.00
                MIHA/Security: 500.00

Field	Action
Effective Date	Enter the effective date. See the JFTR, Chapter U9100C.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
IHA Action This field creates **element codes:** **04** (for start IHA) **16** (for stop IHA)	Enter the IHA action (1-start, 2-stop). **Note: if a stop IHA transaction is submitted, no other action/fields are necessary.**

Start Or Stop Interim Housing Allowance (P609), Continued

Fast Path ID	Field	Action
and Data Entry, Continued	Location Code (from JFTR) **element code 04**	Enter the location code. Use the help wheel <F2> or see the PDTATAC web site (www.dtic.mil/perdiem/).
	JFTR Rental Ceiling **element code 05**	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site.
	Monthly Utility Cost **element code 06.**	Enter the monthly utility cost before reduction or proration from the PDTATAC web site.
	JFTR Utility Indicator **element code 07**	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's. This field creates
	Homeowner/Renter Code **element code 09**	Enter H (homeowner) or R (renter).
	Number of Sharers. **element codes**: **10** (with dependents), or **12** (without dependents)	Enter the number of sharers. For a definition of "sharers" for IHA purposes, see chapter 9 or the JFTR.
	Rent in Foreign/US Currency? **element codes:** **13** (for foreign currency) **14** (for US currency)	Enter U (for US currency) or F (for foreign currency). For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. Renters enter the monthly amount. If enter the foreign currency amount, convert the amount to dollars using the rates of exchange contained on the PDTATAC web site.
	MIHA/Miscellaneous **element code 17**	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security.
	Rent amount in US dollars. **element code 18**	Enter the actual rent paid in US dollars.
	MIHA/Security **element code 19**	Enter the MIHA security amount paid in US dollars.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Start or Stop IHA transaction updates the following in PMIS/JUMPS:

- Segment 46

- Has no effect on the PMIS screens in the PMIS data base.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Return From Confinement (P612)

The Return from Confinement (P612) transaction is in Chapter 11, Disciplinary Actions.

End Absence Due To Alcohol/Drugs (P616)

Purpose   This transaction is used to terminate an absence due to illness caused by and
                    immediately following misconduct or intemperate use of alcoholic liquors or
                    habit forming drugs.

Reference   • CG Pay Manual, COMDTINST M7220.29, Chapter 2, Figure 2-8
                    • CG Administrative Investigations Manual, Chapter 5

Transaction   End Absence Due To Alcohol/Drugs
Built in SDA II

PMIS   P616
Transaction

Policies and   Information you need to know about this transaction:
Procedures

                    • **Submit this transaction only when** determined by competent medical
                      authorities that member is now fit for full duty after being absent due to
                      own misconduct.

                    • **Officer absence is considered creditable service**. As clarified by the
                      1996 DOD Authorization Act, an officers unauthorized absence is
                      deductible for retirement and leave accrual purposes but is still creditable
                      for pay base date purposes. HRSIC (MAS) will make adjustments after
                      this transaction is submitted for officers.

                    • Pay and allowances previously stopped by the <u>Begin</u> Absence Due to
                      Alcohol/Drugs (P644) transaction will automatically resume when this
                      <u>End</u> Absence Due to Alcohol/Drugs (P616) transaction processes through
                      PMIS/JUMPS. If a member is not entitled to the same allowances drawn
                      upon being found fit for duty, submit the appropriate transaction(s) with
                      effective time(s) five minutes later than this transaction.

Fast Path ID   If not creating this transaction in an event, enter "P616" for Fast Path ID or
and Data Entry press "AII" from the Main Menu Screen in SDA II. Then enter the member's
                    SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

                    Continued on next page

End Absence Due To Alcohol/Drugs (P616), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

```
            End Absence Due to Alcohol/Drugs    (Screen 1 of 1)
000-00-0000                          SN         DOE, JAMES
_____

Effective Date:  01/22/1998        Effective Time:   0001        Type Entry:

                 Date Deductible Time Began:   01/07/1998   (element code 07)
        Date Member Reported Back For Duty:   01/22/1998   (element code 08)


                 Deductible Time-YYMMDD:   000015        (element code 09)
```

Field	Action
Effective Date	Enter the effective date. This will be the date the member returns fit for duty.
Effective Time	Enter the effective time the member returns fit for duty.
Type Entry	This is not updatable.
Date Deductible Time Began	Enter the beginning date of absence. **Note**: This field is not applicable for officers.
Date member reported Back For Duty	Enter date and press GO or <F1>. Return date must equal the effective date. **Note**: This field is not applicable for officers.
Deductible Time-YYMMDD	SDA II will automatically enter the deductible time. **Note**: This field is not applicable for officers.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The End Absence Due to Alcohol/Drugs transaction updates the following in PMIS/JUMPS:

- Segments 00, 57, and 62.

- Updates page 5 (Contract and Service Information) and Page 8 (Pay Grade History) of the PMIS screens in the PMIS data base.

Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

Change BAS/Career Sea Pay (P620)

The Change BAS/Career Sea Pay (P620) Transaction is in Chapter 6 (event preparation) in the TAD section

Stop Pay and Allowances (P625)

Purpose   This transaction is used to stop pay and allowances in cases where the pay stop is not made in conjunction with another Personnel Action or in conjunction with a PCS Departing or PCS Reporting transaction.

Reference   • Pay Manual, COMDTINST M7220.29 (series)

Transaction   Stop Pay and Allowances
Built in SDA II

PMIS   P625
Transaction

Policies and   Information you need to know about this transaction:
Procedures

• **The effective date** of this transaction will always be the last day of the entitlement. This transaction may be prepared and transmitted in advance of the effective date of the transaction.

• **When an entire unit's crew** is effected by Commissioning/Decommissioning (or other status where everyone's entitlement(s) will change due to the new status of the unit) and the number of individuals effected is at least 50 members; Send and email to the HRSIC (MAS). The Special Projects Yeoman will run a special routine in PMIS/JUMPS to convert subsistence allowances on the entire crew without the PERSRU having to submit PMIS transactions.

• **When stopping one subsistence entitlement to start another** (ie: stop seprats to start BAS) this transaction must be submitted with and effective date one day prior to the new start transaction. An exception to this rule is PCS Reporting. The PCS Reporting event will stop Seprats-T the day of reporting PCS.

Fast Path ID   If not creating this transaction in an event, enter "PADJSTOP" for Fast Path ID or
and Data Entry   press "AJBE" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Stop Pay and Allowances (Screen 1 of 2)		
000-00-0000		MKC BROWN, MURPHY
Stat	Options	Transactions
	N	25% Basic Pay Increase?
	N	Aviation Career Incentive pay?
	N	Aviation Noncrew Member Hazardous Duty Pay?
	N	Aviation Crew Member Hazardous Duty Pay?
	N	Diving Duty Pay?
	N	Career Sea Duty/Sea Pay Premium?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay?

Continued next page

Stop Pay and Allowances (P625), Continued

Fast Path ID and Data Entry, Continued

When the above screen appears, enter "Y" on the type of Pay and or Allowance you are wanting to stop. Once you have completed this screen, press <GO> or F1. The following screen 2 of 2 will display:

Stop Pay and Allowances (Screen 2 of 2)		
000-00-0000	MKC	BROWN, MURPHY
Stat	Options	Transactions
	N	Entitlement to Tax Exclusion for Duty in Combat Zone?
	N	Regular BAS?
	N	Special BAS?
	N	Separate Rations?
	N	COLA without Dependents/Partial COLA?
	N	COLA with Dependents?
	N	Special Duty Assignment?
	N	Responsibility Pay?
	N	CONUS COLA?
	N	Partial BAS?

When the above screen appears, enter "Y" on the type of Pay and or Allowance you are wanting to stop. Once you have completed this screen, press <GO> or F1. The screen(s) for the type of stop transaction(s) you selected will appear. If you selected multiple transactions, you will need to press <GO> or F1 after completing each screen. See example below.

Stop Pay And Allowances Transaction Example

Stop Regular BAS (Screen 1 of 1)		
000-00-0000	MKC	BROWN, MURPHY
Effective Date: 01/26/98	Effective Time: 2200	Entry Type:

Element Code Created And PMIS/JUMPS Effects

Stop Transaction	Element Code	PMIS/JUMPS Effect
25% Basic Pay Increase	01	Segment 01
Aviation Career Incentive Pay	11	Segment 11, 60 and PMIS page 9
Aviation Noncrew Member Hazardous Duty Pay	12	Segment 12
Aviation Crew member Hazardous Duty Pay	13	Segment 13
Diving Duty Pay	20	Segment 10
Career Sea Duty/Sea Pay Premium	22	Segment 00, 07, 37
Hardship Duty Pay-Location	23	Segment 08

Stop Pay and Allowances (P625), Continued

Element Code Created And PMIS/JUMPS Effect, Continued

Stop Transaction	Element Code	PMIS/JUMPS Effect
Hostile Fire Pay	24 PMIS/JUMPS will change the effective date to the end of the month	05
Entitlement to Tax Exclusion for Duty in Combat Zone	26	64, 65, 66, 67, 68
Regular BAS	30	25
Special BAS	31	27
Separate Rations	32	26
COLA without Dependents/Partial COLA	43	29
COLA with Dependents	44	29
Special Duty Assignment	70	06
Responsibility Pay	75	09
CONUS COLA	88	31
Partial BAS	34	27

When you have completed screen(s) 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Corrections and Deletions

Corrections may be made to the Aviation Career Incentive Pay transaction only. Deletions may be made to any stop pay and allowances transaction(s). Corrections and/or deletions are done in transaction review of the SDA II System.

Stop All Pay and Allowances Due To Fraudulent Enlistment (P633)

The Stop All Pay and Allowances Due To Fraudulent Enlistment (P633) transaction is in Chapter 8 (event preparation) in the Discharge (Enlisted Members) section.

Member Placed in Confinement (P640)

The Member Placed in Confinement (P640) transaction is in chapter 11 (event preparation) in the Disciplinary Action Section

Begin Absence Due To Alcohol/Drugs (P644)

Purpose   This transaction is used to begin absence of a member due to an illness caused by and immediately following misconduct or intemperate use of alcoholic liquors or habit forming drugs.

Reference   • CG Pay Manual, COMDTINST M7220.29 (series), Chapter 2, Figure 2-8.
                     • CG Administrative Investigations Manual, Chapter 5.

Transaction   Begin Absence Due To Alcohol/Drugs
Built in SDA II

PMIS   P644
Transaction

Policies and   Information you need to know about this transaction:
Procedures
                     • **Review above references** prior to submitting this transaction on a member.

                     • **Basic Pay, any special or incentive pay, BMA and SMA will stop** when this transaction processes through PMIS/JUMPS.

                     • **Any allowances currently authorized** will continue when a member begins absence due to illness caused by and immediately following misconduct or intemperate use of alcoholic liquors or habit forming drugs.

Fast Path ID   If not creating this transaction in an event, enter "P644" for Fast Path ID or
and Data Entry   press "AIH" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

                     When the below screen appears, Press <GO> or F1 again.

```
              Begin Absence Due to Alcohol/Drugs (Screen 1 of 1 )
  000-00-0000                          SN      DOE, JAMES


   Effective Date: 01/07/1998    Effective Time: 0800      Type Entry:

```

Continued next page

Begin Absence Due To Alcohol/Drugs (P644), Continued

Fast Path ID And Data Entry, Continued

Field	Action
Effective Date	Enter the effective date the member begins absence due to alcohol/drugs.
Effective Time	Enter the effective time.
Type Entry	This is not updatable.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Begin Absence Due To Alcohol/Drugs updates the following in PMIS/JUMPS.

- Segment 57

- Does not effect the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Suspend Flight Pay/Terminate Aviator Status (P671)

Purpose This transaction is used to suspend flight pay and/or terminate aviation status.

Reference • CG Pay Manual, COMDTINST M7220.29 (series), Chapter 5.

Transaction Built in SDA II Suspend Flight Pay/Terminate Aviator Status

PMIS Transaction P671

Policies and Procedures Information you need to know about this transaction:

• **Review above reference** prior to submitting this transaction on a member.

Fast Path ID and Data Entry If not creating this transaction in an event, enter "PADJSUSP" for Fast Path ID or press "AJBG" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

The screen below will appear. Begin completing the fields

Suspend Flight Pay/Terminate Aviator Status (Screen 1 of 1)
000-00-0000   LT   FLYNN, SCOTT
Effective Date: <u>01/27/1998</u>   Effective Time: <u>0800</u>   Entry Type:
Suspend ACIP/Flight Status: <u>1</u>   **(element code 01)**
Terminate Aviator Status: <u>N</u>   **(element code 03)**

Field	Action
Effective Date	Enter the effective date of Suspension of ACIP/Flight Status or Termination of Aviator Status.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Suspend ACIP/Flight Status	Enter one of the following numbers if suspending ACIP/Flight status: 1-DIFOPS, 2-DIFDEN, or 3-DIFPRO
Terminate Aviator Status	Enter "Y" (yes) if terminating aviator status

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Suspend Flight Pay/Terminate Aviator Status (P671), Continued

PMIS/JUMPS Effect   The Suspend Flight Pay/Terminate Aviator Status updates the following in PMIS/JUMPS.

- Segments 11 and 60

- Page 9 (Aviator Information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.

Change Allotment Address (P800)

Purpose	This transaction is used to correct or change an address to an existing individual allotment or bond allotment.
Reference	• CG Pay Manual, COMDTINST M7220.29, Chapter 7 • Personnel Pay and Procedures Manual, HRSICINST M1000.2A, Chapter 8
Transaction Built in SDA II	Change Allotment Address
PMIS Transaction	P800

Policies and Procedures

Information you need to know about this transaction:

- **This transaction can only be used** to change allotment address information on Individual Allotments (segment 76 of JUMPS) or Bond Allotments (segment 78 of JUMPS).

- **Do not use this transaction** to change allotment information on Blanket or EFT allotments (segment 77 of JUMPS). This transaction also cannot be used to change fields other than address fields in segments 76 and 78. To change other fields on an existing allotment, prepare a 'Start, Stop, Change Allotments or Bonds' transaction.

- **When submitting more than one change allotment address** transaction (P800) on and individual member with the same effective date, use effective time(s) five minutes apart.

Fast Path ID and Data Entry

If not creating this transaction in an event, Enter "P800" for Fast Path ID or press "AJAJ" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again. The following screen will appear.

Note: if the member is known to have allotments but SDA II indicates the member does not have allotments, contact the SDAII team at HRSIC.

Correct Address Info for Individual or Bond Allotments			
000-00-0000		LTJG	CHANGE, ROBERT
Allotment Number	Purpose Code	Effective Date	Effective Time

Press F3 to insert information.

Continued on next page

Change Allotment Address (P800), Continued

Fast Path ID   The following screen will appear. Begin completing the fields.
and Data Entry,
Continued

```
┌─────────────────────────────────────────────────────────────────┐
│         Correct Address Info for Individual or Bond Allotments    │
│ 000-00-0000                      LTJG           CHANGE, ROBERT     │
│         Effective date:  01/271998          Effective time:   0001│
│      Allotment Number:  ____                Purpose Code:    __    │
│                                                                    │
│      Address: _____                       │
│               _____                       │
│         City: _____   St:  ___    ZIP/Postal: _____ │
└─────────────────────────────────────────────────────────────────┘
```

Field	Action
Effective Date	Enter the effective date you are preparing the transaction.
Effective Time	Enter effective time.
Allotment Number	Press F2. A list of all the members allotments will display. See the example below.

```
                 ┌────────────────────────────────────────────────┐
                 │              SDA II Application Help            │
                 │            Allotments Answer Wheel             │
                 │  Allotment    Purpose     Allotment    Allotment│
                 │  Number       Code        Type         Date     │
                 │  001          B1          A                     │
                 │  002          L1          A                     │
                 └────────────────────────────────────────────────┘
```

Highlight the allotment you want to change the address for and Press <GO> or F1. SDA II will return you to the Correct Address Info of Individual or Bond Allotments screen. See below.

```
┌─────────────────────────────────────────────────────────────────┐
│         Correct Address Info for Individual or Bond Allotments    │
│ 000-00-0000                      LTJG           CHANGE, ROBERT     │
│         Effective date:  01/271998          Effective time:   0001│
│      Allotment Number:  001                 Purpose Code:    B1    │
│                                                                    │
│      Address: _____                       │
│               _____                       │
│         City: _____   St:  ___    ZIP/Postal: _____ │
└─────────────────────────────────────────────────────────────────┘
```

Field	Action
Address	Enter new street address.
City	Enter City.
St	Enter State.
ZIP/Postal	Enter zip. 5 or 9 digits. 2 of the digits may be Alpha for foreign country. For foreign country address, enter FC followed by foreign country code from Enclosure 9 of the 3PM manual.

Change Allotment Address (P800), Continued

Fast Path ID and Data Entry, Continued

When you have completed the Correct Address Info for Individual or Bond Allotment Screen above press <GO> or <F1>. The following screen will appear.

Correct Address Info for Individual or Bond Allotments				
000-00-0000		LTJG	CHANGE, ROBERT
Allotment Number	Purpose Code	Effective Date	Effective Time
001	B1	1/27/1998	0001

Now Press <u>Shift F6 or NEXT-PAGE</u> and you will return to the SDA II main menu. Your transaction is complete.

Element Codes Created and PMIS/JUMPS Effect

The following is a list of element codes that can be created on the P800, a description of the element code, and the PMIS/JUMPS effect:

Element Code	Description	PMIS/JUMPS Effect
01	Allotment Number	Segment 76 (Individual Allotment) Segment 78 (Bond Allotment)
02	Purpose Code (L1,B1, etc)	Segment 76 (Individual Allotment) Segment 78 (Bond Allotment)
15	First Line Payee Address. First 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
16	First Line Payee Address. Second 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
17	First Line Payee Address. Remaining 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
18	Second Line Payee Address. First 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
19	Second Line Payee Address. Second 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
20	Second Line Payee Address. Remaining 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
21	Payee City Address. 15 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)
22	Payee State Address. 2 Alpha/Numeric Characters.	Segment 76 (Individual Allotment)

Continued on next page

Change Allotment Address (P800), Continued

Element Codes Created and PMIS/JUMPS Effect, Continued

The following is a list of element codes that can be created on the P800, a description of the element code, and the PMIS/JUMPS effect, continued:

Element Code	Description	PMIS/JUMPS Effect
23	Payee Zip code. 5 or 9 digits (2 digits may be Alpha). For foreign country address, enter FC followed by foreign country code from Enclosure 9 of the 3PM manual (i.e., FC600).	Segment 76 (Individual Allotment)
31	First Line Address. First 15 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
32	First Line Address. Remaining 10 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
33	Second Line Address. First 15 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
34	Second Line Address. Remaining 10 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
35	Bond City Address. 14 Alpha/Numeric Characters.	Segment 78 (Bond Allotment)
37	Bond State Address. 2 Alpha/Numeric Characters (i.e., VA, NC, NY).	Segment 78 (Bond Allotment)
38	Bond Address Zip Code. 5 or 9 digits (2 digits may be Alpha). For foreign country address, enter FC followed by foreign country code from Enclosure 9 of the 3PM manual (i.e., FC600).	Segment 78 (Bond Allotment)

Corrections and Deletions

Corrections and deletions are not allowed. If the original Change Allotment Address (P800) transaction was incorrect, submit a new transaction with a later effective date.

Elect/Decline SGLI (P809)

Purpose   This transaction is used to report electing or declining coverage of Service member's Group Life Insurance (SGLI).

Reference   • Personnel Pay and Procedures Manual, HRSICINST M1000.2A, Chapter 5
                     • Service member's and Veterans Group Live Insurance Handbook 29-75-1

Transaction   Elect/Decline SGLI
Built in SDA II

PMIS   P809
Transaction

Policies and   Information you need to know about this transaction:
Procedures
                     • **Review above references prior to completing this transaction.**

                     • **The effective date** of this transaction will be one of the following dates

                         1. The date the SGLV-8286 is signed for increase coverage. The new SGLI is effective the first day of the transaction month.

                         2. At 2400, 31 days after confinement by military authorities under a courts-martial sentence if the courts-martial sentence includes total forfeiture of pay and allowances. Do not submit this transaction to terminate SGLI when a member is confined over 30 days by civil authorities, or declared a deserter. PMIS/JUMPS will automatically handle termination and reinstatements of SGLI for these situations.

                         3. The date the SGLV-8286 is signed for discontinuance or reduction of SGLI coverage. The new SGLI amount is effective the first day of the month following the transaction effective date.

                         4. The date of entry into service when a member initially entering the Coast Guard requests reduced coverage or declines coverage.

                         5. The date of conviction in cases where a member is found guilty of mutiny, treason, spying, or desertion.

                         6. The date a member returns from military confinement of over 31 days and restored to duty with pay.

                         7. The date the Commanding Officer certifies VA Form SGLV-8285 when a member who previously declined or reduced SGLI coverage has now submitted a request to reinstate coverage or increase coverage.

Continued on next page

Elect/Decline SGLI (P809), Continued

Policies and Procedures, Continued

- **The effective date** of SGLI coverage is one of the following dates:

    1. The date SGLV-8286 is signed for increased coverage.

    2. The first day of the month following the date the SGLV-8286 is signed for decreased coverage.

- **Non-receipt of SGLI Payments from Reservists.** SGLI will be administratively terminated by HRSIC (dc) when premiums become 5 months in arrears. Once SGLI coverage has been administratively terminated, coverage will not be restored until the arrearage is paid.

Fast Path ID and Data Entry

If not creating this transaction in an event, Enter "P809" for Fast Path ID or press "BAD" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

The following screen will appear. The element code created will not appear on your screen. Element codes on this page for information purposes only.

```
                        Elect/Decline SGLI (Screen 1 of 1)
000-00-0000                                    FN          DOE, WAYNE
              Effective Date:   1/29/1998         Effective Time:   0001

                        Current SGLI Amount: $10,000.00

        1.  Decline Coverage      (element code 05)
        2.  Discontinue Coverage             (element code 01)
        3.  Increase in Coverage             (element code 09)
        4.  Discontinue Coverage on 31st day of Military Confinement (element code 01)
        5.  Discontinue Coverage due to Military Conviction        (element code 01)
        6.  Reduction in Coverage      (element code 02)
        7.  Reinstatement in Coverage     (element code 03)
        8.  Return from Military Confinement     (element code 04)

                    SGLI Coverage Code:       3
                    SGLI Coverage Amount:  $90,000.00    (element code 08)
```

Other Element Codes Created In This Transaction But Not Shown In Screen 1 of 1 Above

Element Code	Description
06	VA Forms SGLV-8285 or SGLV-8286 not required (i.e., courts-martial conviction)
07	VA Forms SGLV-8285 or SGLV-8286 required (i.e., reduction/discontinue coverage)

Field	Action
Effective Date	See the policies and procedures section for this transaction on the previous page prior to entering the effective date.
Effective Time	Enter the effective time.
Current SGLI Amount	If the member currently has SGLI coverage, SDA II will show the amount. This field is not updatable.
SGLI Coverage Code	Enter code from list displayed in screen 1 of 1 above.
SGLI Coverage Amount	Enter an amount between $0 and $200,000 in $10,000 increments.

Elect/Decline SGLI (P809), Continued

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Elect/Decline SGLI (P809) affects the following in PMIS/JUMPS:

- Segment 32

- Does not affect the PMIS screens in the PMIS data base.

Corrections and Deletions

Corrections and deletions <u>may not</u> be made to this transaction. If this transaction is submitted erroneously, contact HRSIC (MAS).

Dependent Dental Coverage (P810)

Purpose   This transaction is used to report Dependent Dental Insurance coverage.

Reference   • Personnel Pay and Procedures Manual, HRSICINST M1000.2A, Chapter 5

Transaction Built in SDA II   Dependent Dental Coverage

PMIS Transaction   P810

Policies and Procedures   Information you need to know about this transaction:

• **Review the Personnel Pay and Procedures Manual, HRSICINST M1000.2A, Chapter 5 prior to submitting this transaction for rules related to enrollment/disenrollment in Dependent Dental coverage.**

• **Do not submit this transaction until the DEERS Data Base shows that there are eligible dependents for the member.**

• It is important to understand that before a dependent can be enrolled/disenrolled for dependent dental coverage/insurance the dependent must be recorded in the DEERS Data Base.

• If the member fails to keep DEERS data up to date (i.e., by failing to renew expired dependent ID card(s) in a timely manner, etc.) dependent dental insurance is automatically terminated by DEERS. To restore coverage a new DD-1172 must be submitted. If coverage has dropped to "disenrolled", a new P810 transaction must also be submitted.

• **The effective date** of this transaction will be the date the enrollment election form is received at the PERSRU. Dental coverage for the member's dependents will become effective on the first day of the month following the month that the enrollment form is submitted to the PERSRU.

> **EXAMPLE**: The PERSRU receives the members dental election form on January 31 and uses this date as the effective date of the transaction. The dependent dental coverage transaction processes in end month compute February (since end month compute January already passed when the PERSRU received the form). The member sees two full month's (January and February) deducted for dependent dental coverage on his/her February LES. Dental coverage begins on 1 February.

Continued on next page

Dependent Dental Coverage (P810), Continued

Policies and
Procedures,
Continued

- **Additions or deletions of dependents age 4 years or <u>older</u>** (adoptions, marriage, divorce, deaths, etc) to already existing dental coverage will be handled automatically by DEERS upon receipt of the DD-1172 adding or removing dependents. Addition or removal of dependents can not be handled by this transaction, with the single exception of adding dependents <u>under</u> 4 years of age. Use this transaction to add a dependent under the age of 4.

- **A member enrolled under single coverage** will automatically be converted by DEERS to family coverage when a non-enrolled dependent under 4 years of age reaches age 4.

- **Coverage upon death of active duty members will** continue (at no cost) for 12 months following the month of death.

Fast Path ID
and Data Entry

If not creating this transaction in an event, Enter "MIPADENT" for Fast Path ID or press "AJAH" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

The following screen will appear. The element code created will not appear on your screen. Element codes on this page for information purposes only.

```
                   Elect/Decline SGLI (Screen 1 of 1)
000-00-0000                                  FN          DOE, WAYNE
              Effective Date:  1/29/1998        Effective Time:   0001

          Dependents to be enrolled in Dental Insurance.
                      Number 4 Years of Age and Over:  1    (element code 01)
                          Number Under 4 Years of Age:  0    (element code 02)
          Single Dependent Living in Separate Location:  N    (element code 03)
       Multiple Dependents Living in Separate Location:  N    (element code 05)

       Member returning OCONUS and FMDP was not available:
          Single Premium for OCONUS Returnee (Any age):  N    (element code 06)
                    Family Premium for OCONUS Returnee:  N    (element code 07)
     Single premium for OCONUS Returnee (Remotely Located):  N    (element code 08)
     Family  premium for OCONUS Returnee (Remotely Located):  N    (element code 09)

                                  Stop Coverage Code:         (element code 20)
```

Field	Action
Effective Date	See the policies and procedures section of this transaction prior to entering the effective date.
Effective Time	Enter the effective time

Continued on next page

Dependent Dental Coverage (P810), Continued

Fast Path ID and Data Entry

Field	Action
Number 4 years of age and over	Enter the number of dependents 4 years of age and over.
Number under 4 years of age	Enter the number of dependents under 4 years of age.
Single Dependent Living in Separate Location	Enter "Y" (yes) or "N" (no) for coverage of one dependent living in a separate location from the member.
Multiple Dependent's Living in Separate Location	Enter "Y" (yes) or "N" (no) for coverage of multiple dependent's living in a separate location from the member.
Member returning OCONUS and FMDP was not available	Enter "Y" (yes) or "N" (no) for a member who returned from OCONUS were family dental was not available.
Single Premium for OCONUS Returnee (any age)	Enter "Y" (yes) or "N" (no) for a member who returned from OCONUS with a single eligible family member (any age).
Family Premium for OCONUS Returnee	Enter "Y" (yes) or "N" (no) for a member who returned from OCONUS with a more than one eligible family member.
Single Premium for OCONUS Returnee (Remotely Located)	Enter "Y" (yes) or "N" (no) for a member who returned from OCONUS with a single eligible family member remotely located from the member.
Family Premium for OCONUS Returnee (Remotely Located)	Enter "Y" (yes) or "N" (no) for a member who returned from OCONUS with a more than one eligible family member remotely located from the member..
Stop Coverage Code	When stopping coverage, enter the stop code. Use the help wheel <F2> for a list of codes. **Before stopping coverage, See Chapter 5 of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A.**

Dependent Dental Coverage (P810), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The Dependent Dental Coverage transaction affects the following in PMIS/JUMPS:

- Segment 61

- Does not affect the PMIS screens in the PMIS data base.

**Corrections
and Deletions**

Corrections and deletions <u>may not</u> be made to this transaction. If this transaction is submitted erroneously, contact HRSIC (MAS) by letter or email HRSIC/MASCSB.

Continued on next page

Report Physical Exam Findings (P950)

Purpose   This transaction is used to enter physical examination information for all Coast Guard members into the PMIS data base.

Reference   Medical Manual, COMDTINST M6000.1 (series)

Transaction   Report Physical Exam Findings
Built in SDA II

PMIS   P950
Transaction

Policies and   Information you need to know about this transaction:
Procedures

- **PERSRUs are responsible** for entering physical exam information into SDA II for physical exams performed at and approved by the following Coast Guard Clinics:

CG Academy	ISC Boston
TRACEN Cape May	ISC Portsmouth
TRACEN Petaluma	ISC Miami
ATC Mobile	ISC New Orleans
RTC Yorktown	ISC Alameda
Coast Guard Yard	ISC Seattle
AIRSTA Borinquen	ISC Kodiak
AIRSTA Cape Cod	Group Galveston
AIRSTA Miami	SUPRTCEN Elizabeth City
AIRSTA Traverse City	CG Headquarters
AIRSTA Clearwater	

- **HRSIC (MAS)** is responsible for entering physical exam information into PMIS/JUMPS, via keypunch, for physical exams performed at non-Coast Guard clinics and approved by Commander (kma) MLCPAC or MLCLANT.

  Note: Previously, PERSRUs received reports of approved exams from MLCs and were responsible for entering the results into SDA II. HRSIC (MAS) now receives these reports and enters the physical exam status into PMIS/JUMPS.

- **ALL fields** on this transaction must be filled in.

Report Physical Exam Findings (P950), Continued

**Fast Path ID
and Data Entry**   If not creating this transaction in an event, enter "P950" for Fast Path ID or press
"BCI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last
name and press 'GO'. Then press 'GO' again. The following screen will appear.
The element code created will not appear on your screen. Element codes on this
page are for information purposes only. Begin completing the fields.

```
            Physical Examination Information (Screen 1 of 1)
000-00-0000                                    SABM              DOE, JOHN
                      Effective Date:   10/14/1997
                      Effective Time:   0001
                          Entry Type:
              Date Of Physical Exam:     09/15/1997   (element code 01)
            Physical Exam Status Code:   Q            (element code 02)
            Physical Exam Review Date:   09/17/1997   (element code 03)
              Type of Physical Exam:     1            (element code 04)
```

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
Date of Physical Exam	Enter the date. The physical exam date and the physical exam review date must be earlier than or equal to the effective date of the transaction.
Physical Exam Status Code	Enter the physical exam code. Use the help wheel <F2> for a list of codes.
Physical Exam Review Date	Enter the date the physical exam was approved. This date must be earlier or equal to the effective date.
Type of Physical Exam	Enter type of physical exam. Use the help wheel <F2> for a list of codes.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return
to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**   This Report Physical Exam Findings transaction updates the following in
PMIS/JUMPS:

- Updates page 2 (Miscellaneous Personal Information) of the PMIS screens in
the PMIS Data Base and has no effects on the segments in JUMPS.

**Corrections
and Deletions**   Corrections and Deletions can be made to this transaction and are done in
Transaction Review of the SDA II system.

Leave Authorization (L63B)

Purpose   This transaction is used to report and account for leave taken by Coast Guard members. After completion of the authorized leave period, the unit is responsible for submitting the appropriate document to the PERSRU so that the leave can be recorded in PMIS/JUMPS. The Leave Authorization transaction is the source transaction for charging leave taken by members. The leave transaction provides authorization for pay action by HRSIC, e.g., leave debits and enlisted subsistence entitlement debits/credits.

Reference
- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 5
- CG Personnel Manual, COMDTINST M1000.6 (series), Chapter 7
- CG Pay Manual, COMDTINST M722.29.(series), Chapters 3 and 10

Transaction Built in SDA II   Leave Reporting

PMIS Transaction   L63B

Policies and Procedures   Information you need to know about this transaction:

- This transaction allows the user to enter multiple leave periods into the SDA II system.

- There should never be a time when a leave period on a member overlaps with another leave period for that same member (i.e., member took leave from 1 August to 5 August and then from 4 August to 10 August).

- This transaction <u>should not be used</u> in connection with the PCS travel orders. The PCS Departing and PCS Reporting transactions are used for this purpose.

- This transaction <u>should not be used</u> in connection with RELAD (Release From Active Duty).

- This transaction <u>should not be used</u> to record compensatory absence unless such absence is taken consecutively with regular leave.

- This transaction should be used if there is more than 2 days sick leave on a member. Sick Leave of less than 3 days is not reported.

- This transaction should be used if member is being discharged and is taking terminal leave in conjunction with discharge. The terminal leave is reported on this transaction.

- This transaction should be used if member takes leave in conjunction with TAD orders.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "leave" for Fast Path ID or press "BCA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". The following screen 1 of 2 will appear..

Leave Authorization (L63B), Continued

```
                    Leave Authorization (Screen 1 of 2)
        000-00-0000                                    DOE, JOHN
    Begin Date      End Date      AI  AO  SL  CA  NA  DA  Total Days    Status




```

Press the F3 key to insert and the system will open a leave authorization transaction screen 2 of 2 (below) on the member. Begin completing the fields in screen 2 of 2.

```
                    Leave Authorization (Screen 2 of 2)
        000-00-0000                                    DOE, JOHN
                           Type Entry

      First Day Charged as Absence:    02/03/1998
       Last Day Charged as Absence:    02/04/1998

                 Leave INCONUS:    02
                Leave OUTCONUS:    00
                    Sick Leave:    00
          Compensatory Absence:    00
         Nonchargeable Absence:    00
            Date-Line Adjustment:    00

                 Total Absence:    002

         Direction of Dateline Crossing:  __
```

Field	Action
Type Entry	This is not updateable.
First Day Charged as Absence	Enter the first date charged as absence (leave).
Last Day Charged as Absence	Enter the last date charged as absence (leave).
Leave InCONUS	Enter the number of days InCONUS Leave used (if applicable).
Leave OutCONUS	Enter the number of days OutCONUS Leave used (if applicable).
Sick Leave	Enter the number of days Sick Leave used (must be 3 or more days).
Compensatory Absence	Enter the number of days Compensatory Absence (if applicable).
Nonchargeable Absence	Enter the number of day Nonchargeable Absence (if applicable).
Date-Line Adjustment	Enter the number of days for Date-Line crossing (if applicable).
Total Absence	SDA will enter the total absence amount of all leave periods.
Direction of Date-Line Crossing	Enter either "E" (East to West) and 1 day will be subtracted from the total absence or enter "W" (West to East) and 1 day will be added to the total absence, or leave blank.

Leave Authorization (L63B), Continued

Fast Path ID   When you have completed screen 2 of 2 above, press "GO" or "Fl".
and Data   The screen below will appear.
Entry,
Continued

```
                    Leave Authorization (Screen 1 of 2)
        000-00-0000                                        DOE, JOHN
     Begin Date      End Date     AI  AO  SL  CA  NA  DA  Total Days    Status
      02/03/1998    02/04/1998    02  00  00  00  00  00     002          C
```

When this screen (above) appears, press shift F6. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS   This transaction updates the following in PMIS/JUMPS:
Effect

- Segments 03 and 04 (if member is receiving BAS, SEPRATS, or Partial BAS)
- Segment 28 (shows the monetary amount per day for leave rations)
- Segment 62 (shows the amount of leave member currently has)
- Segment 74 (shows the inclusive dates of leave taken by member)

- Does not affect the PMIS screens in the PMIS Data Base.

Corrections   Corrections and Deletions can be made to this transaction and are done in
and Deletions Transaction Review of the SDA II system. If the original transaction has an
incorrect "<u>First</u> Day Charged As Absence", use a Deletion. If the original
transaction contains an error in the "<u>Last</u> Day Charged As Absence", Use a
correction.

Change in Dependency/Emergency Data/SGLI (CG-4170A)

Purpose   The Change in Dependency/Emergency Data/SGLI event is used to complete the necessary transactions on a member who is changing his/her dependency status or updating emergency data information.

Note: When a member is initially accessed into the system (i.e., appointed as an officer, enlist into the Coast Guard (active or reserve), is recalled from retirement, or is a reservist coming on active duty for greater than 139 days) the Change in Dependency/Emergency Data/SGLI transaction shall normally be created in the event that is accessing the member.

References   a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
b. Query Manual, HRSICINST M5230.2 (series)
c. Pay Manual, COMDTINST M7220.29 (series)
d. Personnel Manual, COMDTINST M1000.6 (series)

Fast Path ID and Data Entry   This transaction is normally prepared in the Change in Dependency/Emergency Data/SGLI event of this manual. However there may be occasions when the user will need to refer to the Change in Dependency/Emergency Data/SGLI (CG-4170). If you are not creating this transaction in the Change in Dependency/Emergency Data/SGLI event, Enter "depchg" for Fast Path ID or press "BAA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press <GO> or F1.

Change in Dependency/ Emergency Data Transaction   When screen 1 of 1 appears press <GO> of F1. You are now ready to complete the Change in Dependency/Emergency Data transaction (CG-4170A). The Change in Dependency/Emergency Data transaction builds a L64B in PMIS/JUMPS and creates a BAH/Dependency/Emergency Data and SGLI Validation Form (CG-4170A) for the member to sign.

The CG-4170A is used to record dependents as defined in the Coast Guard Pay Manual to determine dependency for BAH entitlement purposes, and for verifying (on an annual basis) that dependents, on whom BAH is being paid, continue to be related to and supported by the member. In order for a person to be entered on a CG-4170A, that person must be a dependent as defined by the Coast Guard Pay Manual.

The CG-4170A may be used as a partial supporting document as long as the individual claimed as a dependent remains a dependent. Payment of Family Separation - Housing, Family Separation Allowance, station allowances, Dislocation Allowance, dependent ID cards and DEERS privileges are examples when the CG-4170A may be used as a partial supporting document. The use of the CG-4170A in other than BAH dependency determination cases should be restricted to determining the relationship of a dependent to a member and for determining whether the member is supporting the dependent.

The CG-4170A is also used to record emergency data and SGLI information on a member.

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/   BAH-Dependency-Emergency Data (Screen 1 of 3*) should appear.
Emergency Data
Transaction, Continued

BAH-Dependency-Emergency Data (Screen 1 of 3*)
000-00-0000   YNC   DOE, JOHN
Effective BAH Date: 01/23/1998   Type Entry:
Place of Marriage:
Country: US   City: TOPEKA   State: KS   Marriage Date: 01/23/1998
Relationship Code: 1
BAH Dependents: 1
Date Signed: 01/23/1997   Submission: Initial
Are there other Life Insurance Companies?:   Y   By Law: N

The following is a list of fields on Screen 1 of 3* and the action to be taken on each field:

Field	Action
Effective BAH Date (Use Change in Dependency Status Table on page 2-A-218 to determine what the CG-4170A effective date should be)	This field must only be used if there is a dependency change on the member or if submitting this transaction due to accessing a newly member into the system. **Note: This field should be left blank if submitting this transaction due to a change in address on the CG-4170A or a change in the emergency data/SGLI information.**
Type Entry	This field is not updatable.
Place of Marriage Country, City and State	If member is married, enter the Country, City and State the member was married in.
Marriage Date	If member is married, enter the date the member was married.
Relationship Code	Enter the relationship code on the member. Press F2 for a list of valid relationship codes.
BAH Dependents	Enter the total number of dependents the member has for BAH purposes. **Note 1:** If a member has a spouse and this transaction is being prepared for divorce and a member has no other dependents, indicate '0'. **Note 2:** If a member has a spouse-in-service, with no other dependents, indicate '0'.
Date Signed	This field will be the date the member signs the CG-4170A, but normally this field will be left blank and the member will fill in this block when he/she signs the CG-4170A.

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency /Emergency Data Transaction, Continued

The following is a list of fields on Screen 1 of 3* and the action to be taken on each field, continued:

Field	Action
Submission	This field must remain at 'INITIAL'.
Are there other Life Insurance Companies?	Enter 'Y' if member has other life insurance policies, otherwise leave at 'N'.
By Law	If member is requesting SGLI designation be made by Law, then enter 'Y'. **Note:** Members should be encouraged to name a specific beneficiary. **Use of "By Law" designation should be discouraged.**

Once you have entered the information on Screen 1 of 3*, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 3*.

```
                   BAH-Dependency-Emergency Data (screen 2 of 3*)
     000-00-0000                            YNC        DOE, JOHN
     Unique ID        Last Name        First Name        Relation



```

Use the table below to determine what you should do next.

If	Then
Wanting to add a dependent or person for Emergency Data/SGLI purposes.	Press F3
Wanting to change information on an existing dependent or existing person who is on the CG-4170A for Emergency Data/SGLI purposes.	Highlight the dependent or person you are wanting to change the information on and press <GO> or F1.
Wanting to delete an existing record.	Highlight the dependent or person you are wanting to delete and press the F10 key. The system will ask you if you want to delete the highlighted record. Press 'Y' for Yes and press <GO> or F1.

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

If adding or changing information on a dependent or person, the system will bring up the Unique ID number field. The system will automatically assign a Unique ID number to the dependent/person. If a SSN is provided on the dependent then change the Unique ID number on the dependent to show the SSN. If no SSN, then leave the Unique ID number assigned by the system as is. After you have entered the SSN or left the Unique ID Number as is, press <GO> or F1. Screen 2 of 3* should appear. **Note:** If entering a spouse who is currently in a military service, the SSN of the spouse is required.

```
                BAH-Dependency-Emergency Data (screen 2 of 3*)
      000-00-0000                              YNC       DOE, JOHN
            ID Number:  U0190000001        Last Name:   DOE
            First Name:  DONNA                 MI:  M          Suffix: ___
             Relation:  WW    Sex:  F     BAH Dependent?  Y    Verify?:  N
             Student?:  N     Birth Date: 08/12/1963   Dependent Date: 01/23/1998
      Spouse Svc:  ___  H Phone:  (123) 456-7891     W Phone:  (123) 456-7892
      Address:     1502 DEER LANE

      _____                Country:  US
         City:   TOPEKA              St:  KS      Zip/Postal:  66619
                                           Emergency Data Reason:
           SGLI Reason:              Notify in an Emergency?:       Y
      Principal Beneficiary:  100%    Missing or Unable to Transfer Funds:   100%
         Payment Method:  L          Unpaid Pay and Allowances:     100%
      Contingent Beneficiary:  0%    Principal Beneficiary Death Gratuity?:  N
         Payment Method:  L      Contingent beneficiary Death Gratuity?:    N
                                 Receives More Than 50% Support?:    N
```

The following is a list of fields on Screen 2 of 3* and the action to be taken on each field:

Field	Action
ID Number	This field is not updatable on this screen and was set by prior screen.
Last Name	Enter the last name of the dependent or person.
First Name	Enter the first name of the dependent or person.
MI	Enter the middle initial of the dependent or person.
Suffix	If dependent or person has a suffix, enter it in this field.
Relation	Enter the proper relation code for the dependent or person. Press F2 for a list of valid relation codes. **Note:** Use the "ST" relationship code when a member designates a beneficiary other than a named individual (such as trust, estate, or corporation) or an individual who is identified as a trustee, executor or administrator of the insured's estate.

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

The following is a list of fields on Screen 2 of 3* and the action to be taken on each field, continued:

Field	Action
Sex	Enter 'F' for Female or 'M' for Male
BAH Dependent?	• The following rules apply: • If the person you are adding is a BAH eligible dependent as outlined in the Coast Guard Pay Manual, then this field should be 'Y'. • If not a BAH eligible dependent then this field should be 'N' (i.e., a person being added for Emergency Data/SGLI information only). • If you are entering a spouse, who is in the service and on active duty, then this field should be 'N'. • If spouse is in service and not on active duty then this field should be 'Y'.
Verify?	If claimed dependent is of a questionable nature, then this field should be changed to 'Y' or leave at 'N' if not. Note: If answered 'Y', this form should be forwarded with a completed "Dependency Worksheet (CG-HRSIC-2020)" and all other required forms (as stated on the reverse side of the CG-HRSIC-2020) to HRSIC (LGL).
Student	If dependent is a student then this field should be 'Y'. If not then field should be 'N'.
Birth Date	Enter the birth date of the dependent or person. Note: This field is required if the person is a dependent. This field is not required if person being added/updated is for Emergency Data/SGLI information only.
Dependent Date	If a dependent then enter the date member began support of the dependent. If not a dependent, then this field should be left blank.
Spouse Svc	If spouse is currently in any military service, enter the service the spouse is in. Press F2 for a list of valid Spouse in Service Codes. If spouse is not in service then leave this field blank.
H Phone	Enter the home phone number of the dependent or person.
W Phone	Enter the work phone number of the dependent or person.
Address, Country, City, St., Zip/Postal	Enter the address of where the dependent or person currently resides.
Principal Beneficiary	If the dependent or person is a Principal Beneficiary then enter the percentage the dependent or person is designated. **Note:** Refer to the member's current SGLV-8286 for this information. If the information on the member's SGLV-8286 is not current then have member update his SGLI designation.

Continued on next page

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

The following is a list of fields on Screen 2 of 3* and the action to be taken on each field, continued:

Field	Action
Payment Method	If the dependent or person is a Principal Beneficiary then enter the payment method (i.e., if lump sum enter 'L' if Equal payments enter 'E'). **Note:** Refer to the member's current SGLV-8286 for this information.
Contingent Beneficiary	If the dependent or person is a Contingent Beneficiary then enter the percentage the dependent or person is designated. **Note:** Refer to the member's current SGLV-8286 for this information.
Payment Method	If the dependent or person is a Contingent Beneficiary then enter the payment method (i.e., if lump sum enter 'L' if Equal payments enter 'E'). **Note:** Refer to the member's current SGLV-8286 for this information.
Notify in Emergency?	If member wants this dependent or person notified in case of emergency, enter 'Y'.
Missing or Unable to Transfer Funds	If the dependent or person is designated to receive the Missing or Unable to Transfer Funds then enter the percentage the dependent or person is designated.
Unpaid Pay and Allowances	If the dependent or person is designated to receive the Unpaid Pay and Allowances then enter the percentage of the dependent or person is designated.
Principal Beneficiary Death Gratuity?	If the person is a parent, brother, or sister and is designated to receive Principal Beneficiary Death Gratuity then change this field to 'Y'. **Note:** Spouse and eligible children are not authorized to be designated this.
Contingent Beneficiary Death Gratuity?	If the person is a parent, brother, or sister and is designated to receive Contingent Beneficiary Death Gratuity then change this field to 'Y'. **Note:** Spouse and eligible children are not authorized to be designated this.
Receives More Than 50% Support?	If claimed dependent is of a questionable nature and requires approval from HRSIC (LGL), and the dependent receives more than 50% support from the member then enter 'Y' for YES otherwise leave at 'N'.

Continued on next page

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

Once you have entered the information in Screen 2 of 3* press <GO> or F1. The system will take you back to the prior screen and will show you the newly added or updated dependents/persons.

```
                    BAH-Dependency-Emergency Data (screen 2 of 3*)
     000-00-0000                                 YNC        DOE, JOHN
     Unique ID        Last Name          First Name         Relation


     U0190000001      DOE                DONNA              WW
```

Now press NEXT-PAGE or SHIFT-F6. If you answered 'Y' to the question "Are there other life insurance companies?" on screen 1 of 3*, then BAH-Dependency-Emergency-Data (3 of 3*) will appear.

Note: If you did not answer 'Y' to the question "Are there other life insurance companies?" on screen 1 of 3*, then you have completed this transaction and if you selected another transaction to be produced off of the Change in Dependency/Emergency Data/SGLI Transactions (Screen 1 of 1) then that transaction will display next. If you did not select another transaction then you have completed this event.

```
                    BAH-Dependency-Emergency Data (3 of 3*)
     000-00-0000                                 YNC        DOE, JOHN
     Full Name of Company                               Policy Number
```

Once the above screen displays, press F3. The system will take you to the next screen to enter the Life Insurance information.

```
                    BAH-Dependency-Emergency Data (3 of 3*)
     000-00-0000                                     YNC        DOE, JOHN
                    Life Insurance Company to notify in the event of Death

     Company Name:   DOE'S LIFE INSURANCE COMPANY
         Address:    2044 EAST LANSING ROAD


                         Country: US
        City:  WATERLOO       ST:  IA      ZIP/Postal:  50701
     Policy Number:    123456789
```

Continued on next page

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

The following is a list of fields on Screen 3 of 3* and the action to be taken on each field:

Field	Action
Company Name	Enter the name of the Life Insurance Company.
Address, Country, City, ST, ZIP/Postal	Enter the complete address of the Life Insurance Company.
Policy Number	Enter the policy number of the Life Insurance on the member.

Once you have entered the information in Screen 3 of 3* press <GO> or F1. The system will take you back to the prior screen and will show you the newly added or updated Life Insurance information on the member.

```
+------------------------------------------------------------------+
|          BAH-Dependency-Emergency Data (3 of 3*)                 |
|   000-00-0000                        YNC        DOE, JOHN         |
|   Full Name of Company                          Policy Number    |
|                                                                  |
|   DOES'S LIFE INSURANCE COMPANY                 123456789        |
|                                                                  |
|                                                                  |
+------------------------------------------------------------------+
```

If you want a printed copy of the transaction log or a printed CG-4170A on the member, press the F6 key and the following screen will appear:

```
+------------------------------------------------------------------+
|                        SLI Print Menu                            |
| A.  Print Screen.                                                |
| B.  Print Transaction Log.                                       |
| C.  Print the CG-4170 Form.                                      |
| D.  Print the SGLV 8285 Form.                                    |
| E.  Print the SGLV 8286 Form.                                    |
+------------------------------------------------------------------+
```

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the BAH/Dependency/Emergency Data transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the BAH/Dependency/Emergency Data transaction and want a printed CG-4170A Form on the member, press 'C'.
D and E	These two options must not be used.

Continued on next page

Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

Change in Dependency/ Emergency Data Transaction, Continued

Once you have printed any of the selections above, press NEXT-PAGE or SHIFT-F6. You have now completed this transaction and if you selected another transaction to be complete off of the Change in Dependency/Emergency Data/SGLI Transactions (Screen 1 of 1) then that transaction will display next. If you did not select another transaction then you have completed this event.

How PMIS/JUMPS is effected by the Change in Dependency/ Emergency Data Transaction

The Change in Dependency/Emergency Data transaction (L64B) accomplishes the following in PMIS/JUMPS (only if you are producing the transaction to change information in PMIS/JUMPS):

- Updates information on page 4 (Dependent Information) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS if this transaction processes in the system with 00 dependents.
- Closes down BAH and BAQ segments in JUMPS if this transaction processes in PMIS/JUMPS with 00 dependents.

VERY IMPORTANT: Use the Change in Dependency Status Table on page 2-A-220 to determine if a CG-4170A is required to be processed in PMIS/JUMPS and when a Change in Housing transaction (P606) should be done in conjunction with the CG-4170A transaction.

Corrections and deletions to the Change in Dependency/ Emergency Data Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

> **Note:** If a member marries and the member's spouse has a dependent parent, a Change in Dependency/Emergency Data transaction (CG-4170A) should be completed on the member to start BAH on behalf of the spouse. This transaction should be processed in PMIS/JUMPS while determination of dependency of the parent pends at HRSIC. If dependency of the parent is approved by HRSIC (LGL) effective on the date of marriage, a correction to the original CG-4170A transaction should be submitted to show the parent as a BAH eligible dependent.

Change In Dependency Status

Table

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Initial entry of a member with one or more dependents on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A **See Note 1**
Initial entry of a member without dependents on active duty into the Coast Guard.	Not applicable. CG-4170A not required	**See Note 2**
Initial entry of a member with one or more dependents into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	**See Note 3**
Initial entry of a member with out dependents into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> dependent and BAH dependency determination can be approved by the PERSRU.	Date dependent is acquired	Same date as CG-4170A effective time of 0001
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> dependent and BAH dependency determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a dependent and BAH dependency determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) **See Note 4**	If this is the member's <u>first</u> BAH eligible dependent, same date as CG-4170A with an effective time of 0001.

<u>Note 1</u>:   There will be times when a newly accessed member <u>with dependents</u> **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

<u>Note 2</u>:   The following rules apply:
- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

<u>Note 3</u>:   A Change in Housing transaction is not required for inactive reserve members on the date of enlistment.
If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

<u>Note 4</u>:   The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the dependent is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

Change In Dependency Status

Table, continued

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Member gets divorced and has no other dependents residing with him/her or other BAH eligible dependents.	Date of final divorce decree	Day after CG-4170A with effective time of 0001
Death of Dependent and member has no other BAH eligible dependents.	Date of death	Day after CG-4170A with effective time of 0001
Dependent child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible dependents.	Day prior to the child's 21st birthday	Day after CG-4170A with effective time of 0001
Full time student dependent child becomes of age (and is not incapacitated) and member has no other BAH eligible dependents.	Day prior to the child's 23rd birthday	Day after CG-4170A with effective time of 0001
Dependent child marries and member has no other BAH eligible dependents.	Date of child's marriage	Day after CG-4170A with effective time of 0001
Annulment and member has no other BAH eligible dependents.	Day prior to the annulment	Day after CG-4170A with effective time of 0001
Removal of legal "ward" and member has no other BAH eligible dependents.	Date of court ordered removal	Day after CG-4170A with effective time of 0001
Dependent adopted by third party and member has no other BAH eligible dependents	Day prior to date of adoption	Day after CG-4170A with effective time of 0001
Dependent who "in fact" was dependent on the member for support, but is no longer a dependent. And member has no other BAH eligible dependents.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001
Spouse enters active military service and member has no other BAH eligible dependents.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001
Initial entry of dependent child into active military service and the member has no other BAH eligible dependents.	Day prior to dependent child's entry into military service	Day after CG-4170A with effective time of 0001

Officer Uniform Allowance (L66B)

Purpose   This transaction is used to pay regular or reserve officer's uniform allowance in accordance with Sections 3-H and 3-J of the Coast Guard Pay Manual.

Reference
- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7-B
- CG Pay Manual, COMDTINST M7220.29 Chapter 3-H and J.

Transaction Built in SDA II   Officer Uniform Allowance

PMIS Transaction   L66B

Policies and Procedures   Information you need to know about this transaction:

- Review above references prior to submitting this transaction.

- This transaction is used to pay and record officer uniform allowances <u>not</u> civilian clothing allowances.

- If the member is entitled to two officer uniform allowances, two separate transactions must be prepared with different effective dates (a day apart).

- Do not submit this transaction until the member is established as an officer in PMIS/JUMPS.

- This transaction is used in conjunction with the Officer Uniform Allowance Claim Worksheet (HRSIC 5100) located in the Pay and Personnel Procedures Manual, Enclosure (1).

Fast Path ID and Data Entry   Enter "mipaunif:" for Fast Path ID or press "AJAD" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". Then press 'GO' or F1 again. The following screen 1 of 1 will appear. Complete the fields.

Officer Uniform Allowance (Screen 1 of 1)		
000-00-0000	ENS	DOE, JOHN
Effective Date: <u>02/17/1998</u>		Type Entry:
	Claim Code: <u>D</u>	
	Eligibility Date: <u>02/17/1998</u>	

Continued on next page

Officer Uniform Allowance (L66B), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Effective Date	Enter the date the form is prepared. For reserve members ordered to active duty, use an effective date one day later than the Reporting Endorsement on Orders containing nature of duty code "R". **Note 1**: The effective date cannot be prior to the member obtaining officer status. **Note 2**: If the member is entitled to two separate officer uniform allowances, two officer uniform allowance transactions must be submitted **with different effective dates** (a day apart). **Note 3**: Do not use the 31st day of the month as the Effective Date; use the 30th of the month instead.
	Type Entry	This is not updateable.
	Claim Code	Enter the appropriate claim code. Use the help wheel <F2> for a list of codes. The codes are also listed on form CG HRSIC 5100 in enclosure 1 of the Pay and Personnel Procedures Manual.
	Eligibility Date	Enter the date the member became entitled to the allowance.

When you have entered the information in screen 1 of 1 press GO or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect
This Officer Uniform Allowance transaction updates the following in PMIS/JUMPS:

- Segment 20 has no affect on the PMIS Data Base.

Corrections and Deletions
Corrections and Deletions can not be made to this transaction.

Family Separation Housing/Family Separation Allowance (L6BB)

Purpose   This transaction is used to start and stop payments of Family Separation Housing and/or Family Separation Allowance.

IMPORTANT: Do not submit a P607 to start FSH for unaccompanied members assigned to Alaska or Hawaii because it will improperly start BAH Type II without dependents. Instead, send an email request to MAS/HRSIC outlining the information needed to start FSH. Upon receipt, HRSIC will manually start BAH without dependents effective the date of arrival.

Reference   • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7-B
                • CG Pay Manual, COMDTINST M7220.29 Chapter 3-F.

**Transaction   Family Separation Housing/Family Separation Allowance.
Built in SDA II**

**PMIS   L6BB
Transaction**

**Policies and   Information you need to know about this transaction:
Procedures**

                • Review above references prior to submitting this transaction.
                • In determining the FSH/FSA start date, the following rules apply:

FSH (old FSA-I) starts on the date of arrival of a member at a permanent duty station outside 48 contiguous states. BAH Type II without dependent is payable unless the member is assigned to Hawaii or Alaska (see below).

FSA-R starts on the constructive date of a member's departure from the old duty station. The constructive date of departure is calculated by adding the actual departure date to the number of days leave, proceed time, and compensatory absence used by the member. When a member departs the old permanent duty station and is entitled to FSA-R based upon the **new** permanent duty station, do not submit this transaction until the PCS Reporting transaction has processed in PMIS/JUMPS. Otherwise, the PCS Reporting transaction will automatically terminate the FSA entitlement.

FSA-S starts on the day of departure from home port provided the member remains in an underway status for more than 30 days.

Note: If multiple transactions will be made for FSA-S, use the "FSA Scroller for Unit" event that can be accessed by selecting "AJAK" from the main menu screen

Family Separation Housing/Family Separation Allowance (L6BB), Continued

Policies and Procedures, Continued	**FSA-T** starts on the constructive date of the member's departure from the permanent duty station on TEMDU or TAD, provided the member remains in that status for more than 30 days. **Note**: Reservists stationed away from their drilling unit, on active duty greater than 30 days are entitled to FSA-T if their dependents do not accompany them to the active duty site.
Fast Path ID and Data Entry	If not creating this transaction in an event or producing multiple transactions for FSA-S, enter "mipafsa:" for Fast Path ID or press "AJAG" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". Then press 'GO' or 'F1' again. Then following screen 1 of 1 will appear. Complete the fields. **Note:** To enter multiple transactions for FSA-S, select "AJAK" from the Main Menu Screen. See "FSA Scroller for Unit" on page 2-A-232 for more information.

Family Separation Housing/Family Separation Allowance (Screen 1 of 1)

000-00-0000	BM1	DOE, JOHN

Effective Date: <u>01/17/1998</u>   Termination Date: <u>02/28/1998</u>   Type Entry:

With Command Sponsored Deps?: <u>N</u>

Family Separation Housing?: <u>N</u>

Family Separation Allowance?: <u>T</u>

Field	Action
Effective Date	Enter the effective date of entitlement. See the following info to help determine the effective date(s): **Start**. If this transaction is being submitted to start a continuing entitlement to FSH/FSA (the termination date is unknown), enter the date the members entitlement begins and leave the termination date blank. **Stop**. If the transaction is being submitted to stop a continuing entitlement to FSH/FSA, use the last day of entitlement as the effective date and the termination date. **One Time Credit**. If the transaction is being submitted to establish a onetime credit, enter the date entitlement begins as the effective date and enter the date entitlement ends as the termination date.

Continued on next page

Family Separation Housing/Family Separation Allowance (L6BB), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Termination Date	Enter the termination date or leave blank if a continuing entitlement. Use the following info to help determine the termination date(s): **FSH (old FSA-I**) stops at the following times: • On the day the member departs from the overseas station on permanent change of station. The PCS Departing transaction will do this without the need for this transaction to be submitted. • On the day prior to the member's assignment to government quarters. • On the day prior to the arrival of dependents at the overseas station (other than temporary social visits of 3 months or less. • On the day prior to the member losing all eligible dependents. **FSA-R** stops at the following times: • On the constructive date of arrival (i.e. date of arrival minus leave, compensatory absence, and proceed time) at the new permanent duty station. The PCS Reporting transaction will do this without the need for this transaction to be submitted. • On the day prior to the arrival of dependents at the overseas station (other than temporary social visits of 3 months or less • On the day prior to the member losing all eligible dependents. **FSA-S** stops at the following times: • On the day prior to the ship's return to home port. • On the day prior to arrival of dependents at the vessel's port (other than temporary social visits of 30 days or less). • On the day prior to the member losing all eligible dependents. • On the day the member is transferred from the vessel on a permanent change of station. The PCS Departing transaction will do this without the need for this transaction to be submitted.

Family Separation Housing/Family Separation Allowance (L6BB), Continued

	Field	Action
Fast Path ID and Data Entry, Continued	Termination Date, Continued	**FSA-T** stops at the following times: • On the constructive date of the member's return from TAD (i.e. the date of arrival minus leave, or any other authorized absence). If the member returns from TAD of more than 30 days, stop FSA-T the day before member returns from TAD. Refer to Figure 3-19, CG Pay Manual. • On the day prior to arrival of dependents at the TAD locale (other than temporary social visits of 30 days or less). • On the day prior to the member losing all eligible dependents. • On the constructive date of a member's arrival at a new permanent duty station. The PCS Reporting transaction will do this without the need for this transaction to be submitted.
	With Command Sponsored Deps?	The member must be serving in an overseas billet. Refer to 3-F of the CG Pay Manual. Enter 'Y' (yes) if the member's tour election is with command sponsored dependents, otherwise enter 'N' (no).
	With Command Sponsored Deps?	The member must be serving in an overseas billet. Refer to 3-F of the CG Pay Manual. Enter 'Y' (yes) if the member's tour election is with command sponsored dependents, otherwise enter 'N' (no).
	Family Separation Allowance.	If the member is entitled to FSA, enter the type of FSA entitled to. (letter R, S, or T).

When you have entered the information in screen 1 of 1 above press GO or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Family Separation Housing and/or Family Separation Allowance. transaction updates the following in PMIS/JUMPS:

• Segment 21 (Family Separation Housing, paid at a rate of BAH Type II Without for members who are not assigned to Alaska or Hawaii**)**

> **Note:** Unaccompanied members entitled to FSH and assigned to Alaska or Hawaii receive BAH without dependents; therefore, Segment 35 will be opened vice Segment 21.

• Segment 22 (Family Separation Allowance)
• Has no affect on the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Family Separation Housing/Family Separation Allowance (L6BB), Continued

FSA Scroller for Unit The FSA Scroller is used to process many FSA transactions at one time. It may be accessed from the main menu by selecting "AJAK". The first screen that will come up is Family Separation Allowance for Unit (Screen 1 of 5 *).

Family Separation Allowance for Unit (Screen 1 of 5 *)

Enter 'C' to create FSA transactions for a unit.
Enter 'A1' to automatically audit a units FSA.
Enter 'A2' to manually audit a units FSA.

Field	Action
Enter "C"	This option is used to enter FSA transactions.
Enter "A1"	This option is used to automatically audit FSA transactions. This is the most convenient method of auditing as it will approve all FSA transactions once the District and OPFAC number is entered.
Enter "A2"	This option is used to manually audit FSA transactions. Screen 4 of 5 will appear only when this option is selected.

If "C" is selected, screen 2 of 5 will appear.

Family Separation Allowance for Unit   (Screen 2 of 5 *)

Unit	Effective Date	Termination Date	FSA Type II
-----	----------------	--------------------	--------------
01 73136	05/01/1999	05/31/1999	S

Field	Action
Unit	Enter the district and OPFAC of the unit that the FSA is for.
Effective Date	Enter the effective date.
Termination Date	Enter the termination date. (OPTIONAL)
FSA Type II	FSA Type II is set to "S"

The next screen that will come up in this transaction is screen 3 of 5* (This may take a few moments).

NOTE: For members that do not show up on the screen, complete a standalone FSA transaction. This could happen because the member was recently married or in route PCS and the HRSIC update has not been loaded yet. Likewise, if the member comes up on the screen, they are not necessarily entitled to FSA.

Family Separation Allowance for Unit (Screen 3 of 5 *)

Accept	Dep	SSN	Name	Effective Date	Termination Date	FSA Type II	Stat
--------	----	-----	--------	--------	--------------	--------	----
No	1	010-00-0003	FLINT	05/01/1999	05/31/1999	S	I

Continued on next page

Family Separation Housing/Family Separation Allowance (L6BB), Continued

FSA Scroller for Unit (Screen 3 of 5*), Continued

Updateable Fields	Action
Accept	Enter "yes" next to each member to create a FSA transaction. Insure "no" is selected for those not needing a FSA transaction. **Note:** If you make a mistake (enter yes for a member that may not be entitled to FSA), simply go into the standalone FSA transaction and delete the transaction for that member.
Effective Date	Enter the effective date to start FSA II for each member if different.
Termination Date	Enter the termination date to end FSA II for each member if different.

The next screen, screen 4 of 5*, will appear only when manually auditing FSA transactions (Option A2 is selected from Screen 1).

Family Separation Allowance for Unit (Screen 4 of 5 *)						
Accept	Dep	SSN	Name	Effective Date	Termination Date	FSA Type II	Stat
--------	----	-----	--------	--------	--------------	--------	----
Yes	1	010-00-0003	FLINT	04/01/1999	04/01/1999	S	C

Updateable Field	Action
Accept	Enter yes to approve the transaction if correct.

The next screen that will appear is screen 5 of 5*.

Family Separation Allowance for Unit (Screen 5 of 5 *)
Enter 'C' to print all Completed FSA transactions for this unit. Enter 'A' to print all Approved FSA transactions for this unit.

Field	Action
Enter "C"	This option will print a listing of completed FSA transactions. The Yeoman entering the data/transactions should select this option.
Enter "A"	Once the auditor has approved the FSA transactions, this option can be selected to print all that were approved. The approved transactions can then be compared to the completed transaction list to insure all FSA transactions have been audited.

Tax Information-Mailing Address (L6EB)

Purpose   This transaction is used to establish or change a members current mailing address.

Reference   • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8

Transaction Tax Information-Mailing Address
Built in
SDA II

PMIS   L6EB
Transaction

Policies and Information you need to know about this transaction:
Procedures

• If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.

• Complete this transaction when a regular or reserve member's mailing address changes. **It is very important for all Coast Guard member's to keep their mailing address current. Monthly and/or annual mailings to Coast Guard member's are sent to the member's current mailing address indicated in segment 66 of PMIS/JUMPS (i.e., IRS Form W-2).**

• Submit this transaction at least 60 days prior to non-disability retirements or departure on terminal leave in connection with non-disability retirements.

• Submit this transaction at least 45 days prior to regular separations or departure on terminal leave in connection with regular separations (i.e., RELAD or Discharge).

Fast Path ID If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press
and Data   "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last
Entry   name and press 'GO' or "F1". The following screen will appear.

If creating this transaction in an event, this screen will not appear.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Stat Options	Transactions	
N	Member's tax mailing address	
N	Members state taxes	
N	Member's federal taxes	

Tax Information-Mailing Address (L6EB), Continued

Fast Path ID and Data Entry, Continued Enter 'Y' (yes) under Options beside Member's tax mailing address. Your screen should now look as follows .

If creating this transaction in an event this screen will not appear.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000		SK2 JONES, JAMES
Stat	Options	Transactions
I	**<u>Y</u>**	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Now press \<GO\> or \<F1\>. The following screen 1 of 1 will appear. Begin completing the fields.

Tax Information-Mailing Address (Screen 1 of 1)			
000-00-0000		SK2 JONES, JAMES	
Effective Date: <u>02/19/1998</u>		Type:	
Citizenship Code: <u>C</u>			
	Current Mailing Address		
Street: <u>300 MAIN STREET</u>			
City: <u>MERIDEN</u>	St: <u>KS</u>		ZIP/Postal: <u>66619</u>

Field	Action
Effective Date	Enter the date this transaction is prepared.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel \<F2\> for a list of codes.
Current Mailing Address	Enter the Street address, City, State and Zip Code. **<u>STREET</u>**: Enter the Number and Street or Rural Route. Enter "General Delivery" if there isn't a street address or rural route. **<u>CITY</u>**: Enter the city or town. For foreign country addresses enter the city or town and country. For FPO and APO addresses, enter FPO or APO in this item as applicable. **<u>STATE</u>**: For foreign country addresses, enter alpha "OO" and <u>not</u> numerical "00". For FPO and APO addresses, use either AE, AA, or AP as applicable. See State and U. S. Possession Abbreviation Codes in enclosure (9) of the Personnel and Pay Procedures Manual. **<u>ZIP/POSTAL</u>**: For foreign country address, enter all zeroes.

Tax Information-Mailing Address (L6EB), Continued

Fast Path ID and Data Entry, Continued

When you have entered the information in screen 1 of 1 above press GO or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Tax Information-Mailing Address transaction updates the following in PMIS/JUMPS:

- Segment 66

- LES (Leave and Earnings Statement) block 22

- Has no effect on the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions may not be made to this transaction.

State Tax Information (L6EB)

Purpose   This transaction is used to establish or change a members current state tax status and state of legal residence in PMIS/JUMPS.

Reference
- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8
- CG Pay Manual, COMDINST M7220.29, Chapter 8

Transaction Built in SDA II   State Tax Information

PMIS Transaction   L6EB

Policies and Procedures   Information you need to know about this transaction:

- It is the responsibility of the member to inform their Unit Admin and/or PERSRU of any change in state or legal residence which may effect state tax withholdings. Failure to do so may result in the member owing additional taxes and/or penalties.

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.

- Change in State Tax Information must be supported by one of the following documentation:

  ∗ Employee's Withholding Allowance Certificate (IRS Form W-4).
  ∗ State of Legal Residence Certificate (DD-2058).
  ∗ Certificate of Nonresident Alien.
  ∗ Appropriate state tax income tax form.

- Submit this transaction if/when a member:

  1. Changes state of legal residence
  2. Changes withholding status for the state of legal residence.
  3. terminates nonresident alien status.
  4. Is a U. S. citizen, resident alien, or a nonresident alien who is terminating such status to become a resident alien, **and** the member's state of legal residence is a taxing jurisdiction, **and** the state has a state tax withholding agreement with the Secretary of the Treasury.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "mipatax:" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". The following screen will appear..

State Tax Information (L6EB), Continued

Fast Path ID and Data Entry, Continued

```
                   Tax Information Transactions (Screen 1 of 1)
    000-00-0000                                    BM1       DOE, JANE
      Stat          Options          Transactions_____
                       N             Member's tax mailing address
                       N             Members state taxes
                       N             Member's federal taxes
```

Enter 'Y' (yes) under Options beside Member's state taxes. Your screen should now look as follows .

```
                   Tax Information Transactions (Screen 1 of 1)
    000-00-0000                                    BM1       DOE, JANE
      Stat          Options          Transactions
                       N             Member's tax mailing address
       I               Y             Members state taxes
                       N             Member's federal taxes
```

Now press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

```
                   State Tax Information Screen  (Screen 1 of 2)
    000-00-0000                                    BM1       DOE, JANE
      Effective Date:      02/01/1998                        Type:

                      Citizenship Code: C

         City/Town of Legal Residence:  TOPEKA
              State of Legal Residence:  KS

       Enter 'E' if this is a taxing state
       that exempts members from paying
       state taxes when not residing in state:    No
```

Field	Action
Effective Date	Enter the first day of the current processing month (ie: 02/01/1998)
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
City/Town of Legal Residence	Enter the City/Town of Legal Residence. Leave blank for nonresident aliens, except when the member is terminating nonresident alien status. If the member is a resident of Guam or American Samoa and does not have a city of legal residence, enter "NA".

Continued on next page

State Tax Information (L6EB), Continued

Fast Path ID and Data Entry, Continued

Field	Action
State of Legal Residence	Enter the state of legal residence. Use the help wheel <F2> for a list of states. Or see Enclosure 9 of the Pay and Personnel Procedures manual. Leave blank for nonresident aliens, except where the member is terminating non-resident alien status.
Enter 'E' If this is a taxing state that exempts	Enter "E" (exempt) if the member is a resident of a taxing state that exempts members from paying state taxes when not residing in state. **Refer to the "State Tax Listing" outlined in Chapter 8-B of the Pay and Personnel Procedures Manual.**

When you have completed screen 1 of 1 above, press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

This screen will not appear if the member is "exempt" from
paying state taxes when residing in another state

```
                  State Tax Information Screen  (Screen 2 of 2)
       000-00-0000                                BM1        DOE, JANE
                        Marital Status:     4
          No. State Exemptions Claimed:     03
           State Exemptions Claimed Amount: __
                  Additional Withholding:   __
```

Field	Action
Marital Status	Enter the member's tax state marital status. Use the help wheel <F2> for a list of marital status codes. Leave blank for nonresident aliens.
No. State Exemptions Claimed	Enter the number of state exemptions claimed. Leave blank for nonresident aliens.
State Exemptions Claimed Amount	If applicable, enter the number of state exemptions claimed. Leave blank for nonresident aliens.
Additional Withholding	If applicable, enter the dollar amount of additional withholding (i.e., 030 =$30). Leave blank for nonresident aliens.

When you have completed screen 1 of 2 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The State Tax Information transaction updates the following in PMIS/JUMPS:

- Segment 66 and has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions

Corrections and Deletions <u>may not</u> be made to this transaction.

Federal Tax Information (L6EB)

Purpose   This transaction is used to establish or change a members current federal tax status.

Reference
- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8
- CG Pay Manual, COMDINST M7220.29, Chapter 8

Transaction   Federal Tax Information
Built in
SDA II

PMIS   L6EB
Transaction

Policies and   Information you need to know about this transaction:
Procedures
- It is the responsibility of the member to inform their Unit Admin and/or PERSRU of any change in federal tax status which may effect tax withholdings. Failure to do so may result in the member owing additional taxes and/or penalties.

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.

- Submit this transaction if/when a member:
    1. Changes citizenship status. (Ensure supporting documentation is submitted)
    2. Files a new IRS Form W-4 (except for those prepared as part of the retirement package).
    3. Files a new IRS Form W-5 (Nonresident aliens cannot claim advance payment of earned income credit).
    4. Is a nonresident alien and changes actual marital status. (Ensure supporting documentation is submitted).

Special   Under IRS regulations, if member claims more than 10 withholding allowances, or claims
Reporting   exemption from federal tax withholding, a copy of the member's IRS Form W-4 must be
to IRS   filed with the IRS. The PERSRU shall provide a copy of the member's W-4 to HRSIC, who shall forward to the IRS via cover letter. Members claiming exemption from federal withholding must refile a new IRS Form W-4 each year by 15 February.

Fast Path   If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press
ID and   "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last
Data Entry   name and press 'GO' or "F1". The following screen will appear.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000		LT DOE, JACK
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

Federal Tax Information (L6EB), Continued

Fast Path ID and Data Entry, Continued

Enter 'Y' (yes) under Options beside Member's federal taxes. Your screen should now look as follows.

```
                    Tax Information Transactions (Screen 1 of 1)
      000-00-0000                                      LT      DOE, JACK
      Stat           Options            Transactions
                       N                Member's tax mailing address
                       N                Members state taxes
       I               Y                Member's federal taxes
```

Now press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

```
                    Federal Tax Information Screen  (Screen 1 of 1)
          000-00-0000                                 LT      DOE, JACK
          Effective Date:      03/01/1998                      Type:

                        Citizenship Code: C
                         Marital Status: M
          Number of Allowances Claimed: 02
                 Additional Withholding: 030
                      Tax Exempt Status: __
                        Terminate Status: __
                    Earned Income Credit: __

                     Non-resident Aliens Only
     Foreign Country of Legal Residence: __
                   Actual Marital Status: __
```

Field	Action
Effective Date	Enter the first day of the current processing month (i.e., 03/01/1998)
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
Marital Status	Enter Marital status. Use the help wheel <F2> for a list of codes.
Additional Withholding	Enter dollar amount of additional withholding (i.e., 030=$30)Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico **cannot** claim additional federal withholding. If the member is not claiming additional withholding, leave blank.

Continued on next page

Federal Tax Information (L6EB), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Tax Exempt Status	If the member is a U.S. citizen, resident alien, or nonresident alien (from Canada, Mexico, Puerto Rico ONLY), and is eligible to claim an exemption from Federal withholding taxes, and so indicates the exemption on IRS form W-4, enter the last two digits of the calendar year in which the member signs that form. Otherwise leave blank.
	Terminate Status	If applicable, enter an "X" if the member is terminating nonresident alien status.
	Earned Income Credit	Member's may request an advance of the EIC by completing IRS Form W-5. If W-5 item 1 is "YES" and item 3 is blank or "NO", enter MO in this field. If W-5 item 1 is "YES" and item 3 is "YES", enter MS in this field. If W-5 item 1 is blank or "NO", leave this field blank. **Note**: **This must be submitted after 1 January of the effective year. If a subsequent Federal Tax Information transaction is submitted for other purposes, this EIC field on the new transaction must contain MO or MS for advance EIC to continue**.
	Foreign Country of Legal Residence	This field is for non-resident aliens only. If the member is not a nonresident alien, your transaction is complete. If citizenship code entered is "N" enter the country of legal residence. Use the help wheel <F2> for a list of countries.
	Actual Marital Status	If citizenship code entered is "N", enter actual marital status. If tax exempt status field is filled in with a date, Marital status must be left blank.

When you have completed screen 1 of 1 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Federal Tax Information transaction updates the following in PMIS/JUMPS:

- Segment 64

- Has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions

Corrections and Deletions may not be made to this transaction.

Statement of Intent For Discharge, RELAD, Retirement (L6FB)

Purpose   This transaction is enables a member to declare intentions to RELAD, retire, or separate from service.

Reference
- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 3
- CG Pay Manual, COMDINST M7220.29, Chapter 10
- Joint Federal Travel Regulations (JFTR)

Transaction Built in SDA II   Statement of Intent Discharge, RELAD, Retirement

PMIS Transaction   L6FB

Policies and Procedures   Information you need to know about this transaction:

- PMIS/JUMPS generates a monthly Statement of Intent Report which is forwarded to the appropriate PERSRU's for action. This report is sorted by Reporting Unit and OPFAC and lists all member whose active duty obligation (enlisted) or termination date (officer) falls in the third calendar month after the current month. A SOI report may also be generated at the PERSRU for individuals in the data base from the Local Report Menu (Fastpath: locrmenu).

   The date shown on the report under EXP OF ENL/TERM DATE is either the EXP-AD-TERM or SEP-DT-EXT as it appears on segment 00 (or page 1) of the member's JUMPS file. The date shown under DATE OF EFFECTIVE SOI ON FILE is the preparation date of the most recent SOI submitted to PMIS/JUMPS with an effective date prior to the date of the report. <u>This SOI may not be applicable to the status change that will occur on the EXP OF ENL/TERM DATE shown on the report</u>. Another SOI submission may be required depending on the member's current status.

- **Submit this transaction at least 45 days prior to one of the following events:**

   ∗   Departure on terminal leave in connection with RELAD, expiration of enlistment or period of active duty.

- **Submit this transaction at least 60 days prior to**:

   ∗   Retirement.

   ∗   Departure on terminal leave in connection with retirement.

Statement of Intent For Discharge, RELAD, Retirement (L6FB), Continued

Policies and Procedures, Continued
- **Do not Submit** this transaction in the following cases:

  ∗ A member in a nonpay status who is involuntarily retained (i.e., members in military confinement or in an appellate leave status).

  ∗ An officer whose expected active duty termination date (EXP-AD-TERM) has been adjusted by CGPC (opm).

  ∗ Immediate or priority discharges (submit SOI E-mail per section 3-B of the Pay and Personnel Procedures Manual).

  ∗ Temporary or permanent disability retirements (submit SOI E-mail per section 3-B of the Pay and Personnel Procedures Manual).

  ∗ Enlisted members being promoted to warrant officer.

  ∗ Warrant Officers being promoted to Lieutenant.

  ∗ Members in military confinement whose enlistment expires.

  ∗ Members on appellate leave whose enlistment expires.

  ∗ Members retained within 10 days of their expiration of enlistment (in these cases, notify HRSIC (SES) immediately by urgent email correspondence); and reenlistments, extensions/re-extensions of enlistment, where there is no SRB entitlement, and where the member's separation date has already been set by P154, P159, or P191 transaction submission.

- If the member's intentions, or any information on this transaction changes following submission, resubmission with a new effective date is required. **In addition, immediately notify HRSIC (SES) by urgent email correspondence if the member's intentions change within 10 days of the impending separation/retirement date.**

Fast Path ID and Data Entry
If not creating this transaction in an event, enter "soisep" for Fast Path ID or press "ACA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". Then press 'GO' or 'F1' again. The following screen 1 of 4* will appear.

```
                 Discharge, RELAD, or Retirement (Screen 1 of 4*)
      000-00-0000                                FT2        KIRK, JAMES
                               Effective Date: 02/23/1998
                    Effective Separation Date: 06/30/1998
                              Termination Type: A       Officer or enlisted discharge
         Separation Under Honorable Conditions: Y

         Leave Data as of End Month Compute: 01/20/1998
              Balance: 34.0   Cumulative Sold: 37      Saved Balance:   0.0

                  Days of Saved Leave to Sell: 0.0
                Days of Regular Leave to Sell: 23.0
      Annual Leave to be Taken Prior to Event: 11
                     Total Leave Disposed of: 34.0
```

Statement of Intent For Discharge, RELAD, Retirement (L6FB), Continued

Field	Action
Fast Path ID and Data Entry, Continued Effective Date	Enter the date this transaction is being prepared.
Effective Separation Date	Enter the member's date of RELAD, Retirement, or Discharge. This is the last day of active duty.
Termination Type	Enter the termination type code. Use the help wheel <F2> for a list of codes.
Separation Under Honorable Conditions	Enter 'Y' (yes) or 'N' (no) whether or not the member is being separated under honorable conditions.
Leave Data as of End Month Compute	This is the latest PMIS/JUMPS end of month compute that has processed in SDA II on the member. This field is not updateable by the user.
Balance	The member's current leave balance. This field is not updateable by the user.
Cumulative Sold	This field shows the total amount of leave the member has sold in his/her career. This field is not updateable by the user.
Saved Leave Balance	If the member has saved leave balance, this field will show the total amount. This field is not updateable by the user.
Days of Saved Leave to Sell	Enter the number of Saved Leave the member will sell.
Days of Regular Leave to Sell	Enter the number of Regular Leave the member will sell.
Annual Leave to be Taken Prior to Event	Enter the number of days leave the member will take/use prior to the Discharge, RELAD, or Retirement. **Note: Enter last period of leave first, followed by next to last period, etc. HRSIC (SES) can only view first two entries in PMIS/JUMPS. If more than two periods are entered send E-Mail to HRSIC/SES in addition to submitting this SOI transaction.**
Total Leave Disposed of	SDA II will automatically calculate the total amount of leave disposed of from the information entered above.

When you have completed screen 1 of 4* above, press <GO> or <F1>. Screen 2 of 4* will appear . Begin completing the fields.
Note: If 0 (zero days) was entered in "Annual Leave to be Taken Prior to Event" field above, then screen 2 of 4* will not appear. SDA II will go directly to screen 3 of 4* instead.

```
              Discharge, RELAD, or Retirement (Screen 2 of 4*)
   000-00-0000                              FT2        KIRK, JAMES
                   Annual Leave to be Taken Prior to Event:    11.0
                   Annual Leave to be Taken Prior to Separation.
                   Leave Type:  AI   Inconus      From:  06/20/1998  To:  06/30/1998
                                __                       /  /              /  /
                                __                       /  /              /  /
                                __                       /  /              /  /

                   Running Total of Leave Taken:     11
```

Continued on next page

Statement of Intent For Discharge, RELAD, Retirement (L6FB), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Annual Leave to be Taken Prior To Event	SDA II will automatically complete this field based on information taken from screen 1 of 4*.
Leave Type	Enter AI (leave Inconus) or AO (leave Outconus). Or you may use the help wheel<F2> for this field.
From	Enter the first "inclusive date" of leave. (Do this for each leave period).
To	Enter the last "inclusive date" of leave. (Do this for each leave period).
Running Total of Leave Taken	SDA II will automatically complete this field based on the periods of leave entered in screen 1 of 4*.

When you have completed screen 2 of 4* above, press <GO> or <F1>. Screen 3 of 4* will appear. Begin completing the fields.

```
                     Discharge, RELAD, or Retirement (Screen 3 of 4*)
        000-00-0000                                      FT2        KIRK, JAMES
                            Disability Severance Pay Grade:  __
                                  Severance Pay Longevity:  __
                               Severance Pay Object Code:  __
               Lump Sum Readjustment Standard of Performance:  __
                 Reserve Separation Pay Standard of Performance  __
                 Elect Payroll Withholding of Premium for HCIC  N
        Health Care Insurance Coverage Premium Amount:  0.00

                          Mileage Allowance Code:  1       To Home of Record
              Enter locations between which mileage will be computed.
              From: Topeka, KS               To: Houston, TX
```

Field	Action
Disability Severance Pay Grade	If applicable, enter the disability severance pay grade (E6, O2E, W3, O5, etc). If this field does not apply, leave blank.
Severance Pay Longevity	If applicable, enter the severance pay longevity in YYMM format. If this field does not apply, leave blank.
Severance Pay Object Code	If applicable, enter the severance pay object code. If this field does not apply, leave blank.
Lump Sum Readjustment Standard of Performance	If applicable, enter the standard of performance code. Use the help wheel <F2> for a list of codes. If this field does not apply, leave blank.
Reserve Separation Pay Standard of Performance	If applicable, enter the standard of performance code. Use the help wheel <F2> for a list of codes. If this field does not apply, leave blank.

Statement of Intent For Discharge, RELAD, Retirement (L6FB), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Elect Payroll Withholding of Premium for HCIC	If member elects separation health care insurance enter 'Y' (yes). If member declines, enter 'N' (no).
Health Care Insurance Coverage Premium Amount	If member elected HCIC , Enter the premium amount. If this field does not apply, leave blank (all zero's).
Mileage Allowance Code	Enter the mileage allowance code. Use the help wheel <F2> for a list of valid codes.
Enter locations between which mileage will be computed	See following "From" and "To" fields.
From	Enter City and State the member will be traveling/departing from. This should be the City and State of the member's last permanent duty station.
To	Enter City and State the member will be traveling to. Refer to the JFTR for specific rules on where a member can travel to upon separation (i.e., for Retirements, RELAD, Discharge).

When you have completed screen 3 of 4*, press <GO> or <F1>. Screen 4 of 4* will appear. Enter Remarks (if necessary).

```
                    Discharge, RELAD, or Retirement (Screen 4 of 4*)
        000-00-0000                             FT2        KIRK, JAMES
    Remarks:
```

Field	Action
Remarks	Enter remarks. Any additional information that would be helpful in the computation of the member's final pay may be entered here.

When you have completed screen 4 of 4* above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Statement of Intent For Discharge, RELAD, Retirement (L6FB), Continued

PMIS/JUMPS Effect   The Statement of Intent Discharge, RELAD, Retirement transaction updates the following in PMIS/JUMPS:

- Segment 75

- Has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions   Corrections and Deletions <u>may not</u> be made to this transaction. If a resubmission of this transaction cannot build a correct SOI segment 75, contact HRSIC (SES) via email correspondence.

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB)

Purpose   This transaction enables a member to declare intentions to reenlist, extend/re-extend enlistment, or extend active duty period authorized (if a reserve member or recalled retiree on active duty).

Reference   • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 3
                • CG Pay Manual, COMDINST M7220.29, Chapter 10
                • Joint Federal Travel Regulations (JFTR)

Transaction Statement of Intent Extension, Re-extension, Reenlistment, Recall
Built in
SDA II

PMIS   L6FB
Transaction

Policies and   Information you need to know about this transaction:
Procedures

• PMIS/JUMPS generates a monthly Statement of Intent Report which is forwarded to the appropriate PERSRU's for action. This report is sorted by Reporting Unit and OPFAC and lists all member whose active duty obligation (enlisted) or termination date (officer) falls in the third calendar month after the current month. A SOI report may also be generated at the PERSRU for individuals in the data base from the Local Report Menu (Fastpath: locrmenu).

The date shown on the report under EXP OF ENL/TERM DATE is either the EXP-AD-TERM or SEP-DT-EXT as it appears on segment 00 (or page 1) of the member's JUMPS file. The date shown under DATE OF EFFECTIVE SOI ON FILE is the preparation date of the most recent SOI submitted to PMIS/JUMPS with an effective date prior to the date of the report. This SOI may not be applicable to the status change that will occur on the EXP OF ENL/TERM DATE shown on the report. Another SOI submission may be required depending on the member's current status.

• **Submit this transaction at least 45 days prior to one of the following events:**

  ∗ Reenlistment; entry into a voluntary extension/re-extension of enlistment involving payment of and SRB (Servicemember's Reenlistment Bonus).

  ∗ Entry into a voluntary extension/re-extension of enlistment, or extension of reserve/retiree active duty period, which involves no SRB, only if transactions (P154, P159, or P191) have not been submitted and processed in PMIS/JUMPS to adjust the member's EXP-AD-TERM-DT.

  ∗ Retention beyond normal expiration of enlistment where the member is entitled to continued pay and allowances (i.e. members in HAOS status, members retained due to failure to pass separation physical, etc.)

  ∗ An officer whose expected active duty termination date (EXP-AD-TERM) has been adjusted by CGPC (opm).

Continued on next page

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

Policies and Procedures, Continued

• <u>**Do not Submit**</u> **this transaction in the following cases**:

∗ A member in a nonpay status who are involuntarily retained (i.e. members in military confinement or in an appellate leave status.

∗ Enlisted members being promoted to warrant officer.

∗ Warrant Officers being promoted to Lieutenant.

∗ Members in military confinement whose enlistment expires.

∗ Members on appellate leave whose enlistment expires.

∗ Members retained within 10 days of their expiration of enlistment (in these cases, notify HRSIC (SES) immediately by urgent email correspondence); and reenlistments, extensions/re-extensions of enlistment, where there is no SRB entitlement, and where the member's separation date has already been set by P154, P159, or P191 transaction submission.

Note: This includes members whose separation date was set by a P154 or P159 and have decided to cancel the extension/reextention and reenlist for a greater period of time.

• If the member's intentions, or any information on this transaction changes following submission, resubmission with a new effective date is required. In addition, immediately notify HRSIC (SES) by urgent email correspondence if the member's intentions change within 10 days of the impending separation/retirement date.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "soiext:" for Fast Path ID or press "ACB" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". Then press 'GO' or 'F1' again. The following screen 1 of 4* will appear..

```
            Extension/Reext/Reenlistment/Retention/Recall Information (Screen 1 of 4*)
     000-00-0000                              YN3          DOE, ASHLEY
                                    Effective Date: 02/22/1998
                         Effective Separation Date: 05/31/1998
                                       Reason Code: B   Regular enlisted member intends to reenlist

             Leave Data as of End Month Compute: 01/20/1998
                 Balance: 25.0    Cumulative Sold: 0.0       Saved Balance:      0.0

                      Days of Saved Leave to Sell: 0.0
                    Days of Regular Leave to Sell: 0.0
         Annual Leave to be Taken Prior to Event: 10
                            Total Leave Disposed of: 10.0

              Days of Saved Leave to Carry Forward: 0.0
            Days of Regular Leave to Carry Forward: 15.0
```

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

Fast Path ID And Data Entry, Continued

Field	Action
Effective Date	Enter the date this transaction is being prepared.
Effective Separation Date	Enter the date of expiration of the member's current active duty period (i.e., day prior to reenlistment, extension/re-extension, or retention takes effect.
Reason Code	Enter the reason code. Use the help wheel <F2> for a list of codes.
Leave Data as of End Month Compute	This is the latest PMIS/JUMPS end of month compute that has processed in SDA II on the member. This field is not updateable by the user.
Balance	The member's current leave balance will appear here. This field is not updateable by the user.
Cumulative Sold	This field shows the total amount of leave the member has sold in his/her career. This field is not updateable by the user.
Saved Leave Balance	If the member has saved leave balance, this field will show the total amount. This field is not updateable by the user.
Days of Saved Leave to Sell	Enter the number of Saved Leave the member will sell.
Days of Regular Leave to Sell	Enter the number of Regular Leave the member will sell.
Annual Leave to be Taken Prior to Event	Enter the number of days leave the member will take/use prior to the Reenlistment/Extension.
Total Leave Disposed of	SDA II will automatically calculate the Total amount of leave disposed of from the days entered above.
Days of Saved Leave to Carry Forward	Enter the number of Saved Leave days the member will be carrying forward into new enlistment/extension, etc.
Days of Regular Leave To Carry Forward	Enter the number of Regular Leave days the member will carry forward into new enlistment/extension, etc.

When you have completed screen 1 of 4* above, press <GO> or <F1>.
Screen 2 of 4* will appear . Begin completing the fields.

Note: If 0 (zero days) was entered in "Annual Leave to be Taken Prior to Event" field above, screen 2 of 4* will not appear. SDA II will go directly to screen 3 of 4* instead.

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

Fast Path ID and Data Entry, Continued

Enter the period(s) of leave the member will be using/taking prior to the reenlistment, extension effective date.

```
Extension/Reext/Reenlistment/Retention/Recall Information (Screen 2 of 4*)
000-00-0000                                    YN3        DOE, ASHLEY
            Annual Leave to be Taken Prior to Event:    10.0
            Annual Leave to be Taken Prior to Separation.
            Leave Type:    AI   Inconus    From:  05/22/1998  To:  05/31/1998
                          ___                      / /            / /
                          ___                      / /            / /
                          ___                      / /            / /
                          ___                      / /            / /
                          ___                      / /            / /

            Running Total of Leave Taken:    10
```

Field	Action
Annual Leave to be Taken Prior To Event	SDA II will automatically complete this field based on information taken from screen 1 of 4*.
Leave Type	Enter AI (leave Inconus) or AO (leave Outconus). Or you may use the help wheel<F2> for this field.
From	Enter the first "inclusive date" of leave. (Do this for each leave period).
To	Enter the last "inclusive date" of leave. (Do this for each leave period).
Running Total of Leave Taken	SDA II will automatically complete this field based on the periods of leave entered in screen 2 of 4*.

When you have completed screen 2 of 4* above, press <GO> or <F1>. Screen 3 of 4* will appear. Begin completing the fields.

```
Extension/Reext/Reenlistment/Retention/Recall Information (Screen 3 of 4*)
000-00-0000                                    YN3        DOE, ASHLEY
        Effective Extension/Reenlistment Date:  06/01/1998
        Years and Months of Extension/Reenlistment:  0400
        Is Member Entitled to Reenlistment Bonus:  N
```

Field	Action
Effective Extension/ Reenlistment Date	SDA II will automatically complete this field based on the date entered in "Effective Separation Date." This should be one day later than the "Effective Separation Date."
Years and Months of Extension/Reenlistment	Enter years and months of extension/reenlistment in YYMM format (4 years would be 0400).
Is Member Entitled to Reenlistment Bonus	Enter 'Y' (yes) if the member is entitled to a SRB (Servicemember's Reenlistment Bonus).

Statement of Intent For Extension, Re-extension, Reenlistment, Retention, Recall (L6FB), Continued

Fast Path ID and Data Entry, Continued   When you have completed screen 3 of 4*, press <GO> or <F1>. Screen 4 of 4* will appear. Enter Remarks (if necessary).

```
Extension/Reext/Reenlistment/Retention/Recall Information (Screen 4 of 4*)
  000-00-0000                                    YN3        DOE, ASHLEY
   Remarks:

   _____
   _____
   _____

```

Field	Action
Remarks	Enter remarks. Any additional information that would be helpful in the computation of the member's final pay may be entered here.

When you have completed screen 4 of 4* above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   The Statement of Intent Extension/Reext/Reenlistment/Retention/Recall transaction updates the following in PMIS/JUMPS:

- Segment 75

- Has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions   Corrections and Deletions may not be made to this transaction. If a resubmission of this transaction cannot build a correct SOI segment 75, contact HRSIC (SES) via email correspondence.

Payment Option Election (L6GB)

Purpose   This transaction is used to record in PMIS/JUMPS the pay delivery method elected by the member.

Reference   • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 6 and Enclosure (1), CG HRSIC Form 2015

Transaction Built in SDA II   Payment Option Election

PMIS Transaction   L6GB

Policies and Procedures   Information you need to know about this transaction:

   • A new Payment Option Election must be completed whenever a member's payment option or direct deposit information (i.e., bank or account information) changes.

   • For a reserve member's a new Payment Option election must be submitted whenever the reserve member is accessed into the Coast Guard, is released from active duty, or changes mailing address.

   • **Option 1. Mail Check to Unit Address.** Effective 1 May 1998, all new active and reserve salary payments must be made by EFT. Waivers of this policy will only be granted as stated below. Option 1 may only be used by HRSIC (MAS).

   • **Option 2. Accrue Net Pay at HRSIC.** A member may elect to have his/her net pay held at HRSIC during PCS or extended leave/TAD periods. No payment will be issued during the period this option is in effect. Upon submission and successful processing of a new Payment Option Election, all accrued back pay and allowances will be included in the next regular payment. Option 2 is not available to reserve members except in the process of changing EFT accounts or while on Initial Active Duty for Training (IADT). Once IADT ends, a new POE must be submitted. <u>This option will automatically be selected for accessions where no POE election transaction is transmitted via PMIS/JUMPS.</u>

Payment Option Election (L6GB), Continued

Policies and Procedures, Continued

- **Option 3. Mail Check to Non-Work Address.** Effective 1 May 1998, all new active and reserve salary payments must be made by EFT. Waivers of this policy will only be granted as stated below. Option 3 may only be used by HRSIC (MAS).

- **Option 4. Direct Deposit.** This option allows the member's net pay to be deposited into a designated checking or savings account each payday via electronic fund transfer (EFT).

Waivers: Effective 1 May 98, all new active duty and reserve salary payments must be made by EFT. The Treasury has established four waiver standards:

- Hardship (members may request non-EFT payments while in a PCS transfer status.
- Impossibility (overseas assignment/remote geographic location w/out access to the financial institution)
- Cost –benefit (final separation payment)
- Law Enforcement/National Security (endangerment of safety of agent or person)

Members requesting a waiver based on one of the four authorized standards must certify their request in writing to HRSIC (MAS) for active duty and reserve salary payments.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "mipapoe" for Fast Path ID or press "AJAC from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". Then press 'GO' or 'F1' again. The following screen 1 of 2* will appear.

Payment Option (Screen 1 of 2*)
000-00-0000   LT   DOE, JOHN
Effective Date: 03/01/1998
1 Mail Check to Unit Address
2. Accrue Net Pay At HRSIC
3. Mail Check to Non-Work Address
4. Direct Deposit
Enter Payment Option: 4

Payment Option Election (L6GB), Continued

Fast Path
ID and
Data Entry,
Continued
If not creating this transaction in an event, enter "mipapoe" for Fast Path ID or press "AJAC from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". Then press 'GO' or 'F1' again. The following screen 1 of 2* will appear..

Field	Action
Effective Date	Enter the first day of the pay period (i.e., 1st or 16th of the month) when the member wishes the payment option to be effective. This will be determined based on PMIS/JUMPS payroll cutoffs. For example, If you are submitting this transaction on 10 April 1998, the earliest effective date that can be used is 16 April 1998. The change will be effective with the 1 May 1998 payday. For accessions, the effective date must be on or after the date of accession and either the 1st or 16th of the month. **Exception**: **TRACEN Cape May and the Academy may use the accession date as the effective date for recruits and cadets without regard to payroll cutoffs**.
Enter Payment Option	Enter the payment option the member has selected (Options 1, and 3 are for HRSIC only). If option 1 or 2 is entered, You will return to the SDA II main menu. Your transaction is complete. **However, If options 3 or 4 are entered, Screen 2 of 2 will appear. You must complete the fields. See next page.**

Note: If Option 3 or 4 was selected, one of the following screens 2 of 2 will appear. Complete the fields.

Example 1   Option 3-Mail Check to NonWork Address (Screen 2 of 2)

Mail Check to Non-Work Address (Screen 2 of 2)

Address: <u>340 W. Randolph Street</u>

Country: US

City: <u>Topeka, KS</u>   St: <u>KS</u>   ZIP/Postal: <u>66628</u>

Field	Action
Address	Enter the number and street. Use 'General Delivery" if there isn't a street, avenue, or RFD address.
Country	Enter the country code. Use the help wheel <F2> for a list of codes.
City	Enter the City.
State	Enter the State code. Use the help wheel <F2> for a list of codes.
Zip/Postal	Enter the zip code.

When you have completed screen 2 of 2 above for option 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Continued on next page

Payment Option Election (L6GB), Continued

**Fast Path ID and Data
Entry, Continued**

Example 2   Option 4-Direct Deposit (Screen 2 of 2)

Direct Deposit (Screen 2 of 2)

Account Type: <u>C</u>
Account Number: <u>123456</u>
Routing Number: <u>98765432</u>   Check Digit: <u>2</u>

Field	Action
Account Type	Enter 'C' for checking or 'S' for savings.
Account Number	Enter the member's account number.
Routing Number	Enter the financial institution's eight digit routing number. The routing number can be verified by using the I1 Menu Option in AMDAHL.
Check Digit	Enter the one digit check digit. The check digit can be verified by using the I1 Menu Option in PMIS/JUMPS Online Inquiry.

When you have completed screen 2 of 2 above for option 4, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect
The Payment Option Election transaction updates the following in PMIS/JUMPS:

- Segment 71

- Has no effect on the PMIS screens in the PMIS Data base.

Corrections and Deletions
Corrections and Deletions <u>may not</u> be made to this transaction. Once submitted, this transaction cannot be corrected of deleted. To correct an error, a new POE transaction with an effective date later than the effective date of the original POE must be submitted.

ASVAB Scores (L6JB)

Purpose   This transaction is only used by TRACEN Cape May to enter ASVAB (Armed Services Vocational Aptitude Battery) test scores.

Reference   • TRACEN Cape May procedures.

Transaction Built in SDA II   Basic Test Battery (ASVAB)

PMIS Transaction   L6JB

Policies and Procedures   Information you need to know about this transaction:

   • **Only Training Center Cape May can submit this transaction**.

Fast Path ID and Data Entry   Enter "asvab" for Fast Path ID or press "BBA" from the Main Menu Screen in SDA II. The following screen 1 of 3* will appear. Complete the fields.

ASVAB Test Scores (Screen 1 of 3*)

Effective Date: 02/24/1998
Reporting Unit's Dist: 77   OPFAC: 66104
Unit Name: CG TRACEN Cape May
Recruit Company: Bravo

Field	Action
Effective Date	Enter the effective date of transaction.
Reporting Unit's Dist	SDA II will automatically complete this field.
OPFAC	SDA II will automatically complete this field.
Unit Name	SDA II will automatically complete this field.
Recruit Company Name	Enter the Recruit Company name.

When you have completed screen 1 of 3 above, press <GO> or <F1>. The following screen 2 of 3 will appear (next page).

Continued on next page

ASVAB Scores (L6JB), Continued

Fast Path ID and Data Entry, Continued

When Screen 2 of 3 (below) appears, press F3 to insert.

```
                      ASVAB Test Scores (Screen 2 of 3)
              Effective Date:  02/24/1998          Recruit Company:   Bravo
                                Batch Status:    New
             Last      Test    Ver-
   SSN       Name      Date    sion   GS   AR   WK   PC   NO   CS   AS   MK   MC   EI   VE



```

After pressing F3, SDA II will prompt you to enter the member's SSN and Test Date. Enter this information and press 'GO' or 'F1'

```
                      ASVAB Test Scores (Screen 2 of 3)
              Effective Date:  02/24/1998          Recruit Company:   Bravo
                                Batch Status:    New
             Last      Test    Ver-
   SSN       Name      Date    sion   GS   AR   WK   PC   NO   CS   AS   MK   MC   EI   VE
000-00-0000  BURN     02/24/98


```

After pressing 'GO', SDA II will prompt you to begin entering the "Version" and individual test scores. Enter this information and press 'GO' or 'F1'.

```
                      ASVAB Test Scores (Screen 2 of 3)
              Effective Date:  02/24/1998          Recruit Company:   Bravo
                                Batch Status:    New
             Last      Test    Ver-
   SSN       Name      Date    sion   GS   AR   WK   PC   NO   CS   AS   MK   MC   EI   VE
000-00-0000  BURN     02/24/98  10K   57   63   60   49   61   66   68   66   58   49   54

```

Continued on next page

ASVAB Scores (L6JB), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Version	Enter the three digit version of the ASVAB test completed by the member. First two digits must be numeric. Last digit must be alpha.
GS	Enter the General Science test score.
AR	Enter the Arithmetic Reasoning test score.
WK	Enter the Word Knowledge test score.
PC	Enter the Paragraph Comprehension test score.
NO	Enter the Numerical Operations test score.
CS	Enter the Coding Speed test score.
AS	Enter the Auto and Shop test score.
MK	Enter the Mathematics Knowledge.
MC	Enter the Mechanical Comprehension test score.
EI	Enter the Electronic Information test score.
VE	Enter the Verbal Ability test score.

When you have completed entering this information in screen 2 of 3 above press <GO> or <F1>. If you want to enter ASVAB test scores on another member, press F3 to insert and begin entering information on the new member as described above. Repeat for each additional member. If are not entering ASVAB information on additional members, press Shift F6 or 'next page'. You will return to the SDA II main menu. Your transaction is complete.

*Note 1: User's with Review and approval authority will see screen 3 of 3 after completing screen 2 of 3 above and pressing shifts F6 or 'next page'. Complete the fields.

```
                    ASVAB Test Scores (Screen 3 of 3*)
           Do you want to change the status of records on screen 2?:  Y

              Event Status Code:    Approved
                     Form Date:     02/24/1998
             Responsible Officer:   I. M. SAILING
             Signature Authority:   I. M. SAILING
```

Field	Action
Do you want to change the status of records on screen 2?	If you will not be approving the member(s) ASVAB Score transaction(s) enter "N" (no) and Press 'GO' or 'F1'. You will return to the SDA II main menu. Your transaction will be complete. However, If you will be approving the member(s) ASVAB Score transaction(s) enter "Y" (yes) and complete the remaining fields on screen 3 of 3.
Event Status Code	Enter Approved.
Form Date	Enter date of transaction.
Responsible Officer	Enter the name of the Responsible (Review and Approval) Officer.
Signature Authority	Enter the name of the (Review and Approval) Signature Authority.

ASVAB Scores (L6JB), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have completed screen 3 of 3, press <GO> or <F1>. You will return
to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS
Effect**

The ASVAB Scores transaction updates the following in PMIS/JUMPS:

• Page 11 (Enlisted Test Information) of the PMIS screens in the PMIS data Base.

• Has no effect on the segments.

**Corrections
and Deletions**

Corrections and Deletions <u>may not</u> be made to this transaction.

Clothing And Small Stores Checkage (L6KB)

Purpose   This transaction is only used by TRACEN Cape May, TRACEN Petaluma and RESTRACEN Yorktown to deduct clothing and small stores purchases from a member's pay account.

Reference   • TRACEN Cape May, TRACEN Petaluma and RESTRACEN Yorktown procedures.

Transaction   Clothing And Small Stores Checkage
Built in
SDA II

PMIS   L6KB
Transaction

Policies and   Information you need to know about this transaction:
Procedures

               • Checkages on this transaction will be processed as a <u>lump sum</u> pay deduction.

Fast Path   Enter "pactstor" for Fast Path ID or press "AJF" from the Main Menu Screen in
ID and   SDA II. The following screen 1 of 3* will appear. Complete the fields.
Data Entry

Clothing and Small Stores Checkage (Screen 1 of 3*)

Effective Date: <u>02/25/1998</u>   Effective Time: <u>0001</u>

Field	Action
Effective Date	Enter the effective date of transaction (date prepared).
Effective Time	Enter the effective time. Only one checkage will be accepted for a member on a given date and time. If two separate checkages are made on the same day, one checkage must have an effective time of 5 minutes later than the other.

When you have completed screen 1 of 3* above, press <GO> or <F1>. The following screen 2 of 3* will appear (next page).

Clothing and Small Stores Checkage (L6KB), Continued

Fast Path ID and Data Entry, Continued

When Screen 2 of 3* (below) appears, press F3 to insert.

Clothing and Small Stores Checkage (Screen 2 of 3*)			
SSN	Member Name	Amount	Status

Step	Action
1	After pressing F3, SDA II will prompt you to enter the member's SSN . Enter the SSN and press 'TAB'. If the member is in the data base SDA II will automatically fill in the "Member Name" field. If the member is not in the data base you must enter the members Last Name and First Initial and press 'GO' or 'F1'.

Clothing and Small Stores Checkage (Screen 2 of 3*)			
SSN	Member Name	Amount	Status
000-00-0000	**FRANK BURNS**		

Step	Action
2	Upon completing step 1 above enter the amount and press 'GO' or 'F1'.

Clothing and Small Stores Checkage (Screen 2 of 3*)			
SSN	Member Name	Amount	Status
000-00-0000	FRANK BURNS	**0040.00**	**C**

When you have completed entering this information in screen 2 of 3* above press <GO> or <F1>. If you want to enter ASVAB test scores on another member, press F3 to insert and begin entering information on the new member as described above. Repeat for each additional member. If you will not be entering ASVAB information on additional members, press Shift F6 or 'next page'. You will return to the SDA II main menu. Your transaction is complete.

*Note 1: User's with Review and approval authority will see screen 3 of 3 when shift F6 or "next page" is pressed. Complete screen 3 of 3.

Clothing and Small Stores Checkage (L6KB), Continued

Fast Path ID
and Data Entry,
Continued

Clothing and Small Stores Checkage (Screen 3 of 3)
Are the records on Screen 2 ready to be transmitted?: <u>Y</u>

Field	Action
Are the records on Screen 2 ready to be transmitted?	If you <u>will be approving</u> the transaction(s) on page 2 of 3* enter "Y" (yes). If you will not be approving the transaction(s) on page 2 of 3* leave at "N" (no).

When you have completed screen 3 of 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS
Effect

The Clothing and Small Stores Checkage transaction updates the following in PMIS/JUMPS:

- Segment 38

- Has no effect on the PMIS screens in the PMIS data base.

Corrections
and Deletions

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Note: A correction or deletion will only process if it matches and indebtedness segment 38 that has a "blank" in the Compute flag. If the segment 38 has a "4" in the Compute flag, refunds must be processed using the Miscellaneous Credit to Member's Account (H604) transaction.

Assignment Data Maintenance (L76B)

Purpose   This transaction is used to provide up-to-date information to the personnel assignment officer regarding a member's personal status and assignment preferences.

Reference   Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 5

Transaction Built in SDA II   Assignment Data Maintenance

PMIS Transaction   L76B

Policies and Procedures   Information you need to know about this transaction:

- This transaction will update fields in the PMIS (Personnel Management Information System) data base, as well as the PAMIS (Personnel Assignment Management Information System) data base at CG Headquarters.

Fast Path ID and Data Entry   Enter "asgd" for Fast Path ID or press "BCK" from the Main Menu Screen in SDA II. Enter the member's SSN and press 'GO; or 'F1". Then press 'GO' or 'F1' again. The following screen 1 of 2 will appear. Complete the fields.

```
                  Assignment Data Maintenance (Screen 1 of 2)
       000-00-0000                          YNC     DOE, JOHN
                       Effective Date:   02/25/1998
                        Least Desired Assignments
                  Area  1    OPFAC  1      Area   2    OPFAC  2
                   WC     _____           FE     _____


                        Assignment Preferences
                  Area      OPFAC       MODOP      OBC
                  53        47400       _____    _____
                  32        47100       _____    _____
                  20        11402       _____    _____
                  20        11407       _____    _____
                  20        75120       _____    _____
                  20        75130       _____    _____
                  75        63100       _____    _____
                  79        47900       _____    _____
```

Assignment Data Maintenance (L76B), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter the date the member signed the original CG-3698A. Ensure this date has not been previously used and processed in PMIS/JUMPS.
Least Desired Assignments **Area 1**	Enter the member's least desired two digit area code. If the member has no preference, leave blank. The **alphabetic codes** can only be used with the **GENERAL OPFAC CODES**.

<div align="center">

AREA

01 through 17 - specific district
20 through 99 - HQ units
AA - Atlantic Area (includes GANTSEC)
AE - Activities Europe
PA - Pacific Area (included 14th and 17th districts)
FE - Far East
EC - East Coast
GC - Gulf Coast
SF - San Fransico (includes Alameda and Oakland)
SP - Special Duty Assignment
WC - West Coast

</div>

Field	Action
Least Desired Assignments **OPFAC 1**	Enter the member's least desired five digit unit OPFAC code, or GENERAL OPFAC CODE from the list below. If the member has no preference, leave blank.

<div align="center">

GENERAL OPFAC'S

10000 - Afloat Unit
11000 - WHEC
11400 - 378' WHEC
11500 - 270' WMEC
12000 - WMEC
12100 - 210' WMEC
13000 - WPB
13200 - 82' WPB
13400 - 110' WPB
13500 - Surface Effect Ship
14000 - WAGB
14500 - Polar Class
15000 - Buoy Tender
15200 - Seagoing WLB (Acacia Class)
15400 - WLM Coastal (Red Wood Class)
16300 - WLI
16900 - WLIC
17200 - WYTL
17500 - WYTM and WTGB (140' Class)
19100 - WLR
20000 - Aviation Units
30000 - SAR Station
31000 - Bases, Depots, Yard
32000 - COMMSTA
33000 - MIO/MSO
34000 - PSS/Strike Team
36000 - Group Office
40000 - LORAN/OMEGA Station
41900 - ANT
68000 - Recruiting Station
71000 - District Office

</div>

Assignment Data Maintenance (L76B), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	Least Desired Assignments **Area 2**	Enter the member's second least desired two digit area code. If the member has no preference, leave blank. The **alphabetic codes** can only be used with the **GENERAL OPFAC CODES**.
	Least Desired Assignments **OPFAC 2**	Enter the member's second least desired five digit unit OPFAC code, or GENERAL OPFAC CODE from the list below. If the member has no preference, leave blank.
	Assignment Preferences **Area**	Enter the member's desired two digit area code. A maximum of 8 assignment preferences may be entered.
	Assignment Preferences **OPFAC**	Enter the member's desired five digit OPFAC assignment preferences. A maximum of 8 preferences may be entered.
	MODOP	For officers only. Enter the three character alphanumeric MODOP code used to identify a specific office, branch, or division within a large unit.
	OBC	Enter a maximum of 6 character OBC (Officer Billet Code) is used to identify a specific billet, or type of billet, desired. An enlisted member may use the OBC column to indicate a special assignment is being requested. The appropriate article number from the Personnel Manual, COMDTINST M1000.6(series) should be entered. For example, for Recruiting Duty enter 4-E-7.

When you have completed screen 1 of 2 above, press <GO> or <F1>. The following screen 2 of 2 will appear (next page).

```
            Assignment Data Maintenance (Screen 2 of 2)
      000-00-0000                      YNC     DOE, JOHN
                    Assignment Considerations

  Unaccompanied Tour:  N              Special Needs:       N
  Flight School Request:  N           Selected for PG Training:  N

                           Dates
        Tour Completion:  9907
     Transfer Desired After:  9907
   Last Servicewide Exam:  9705

        Career Intention:  E      Career Intention Date:  9802
          Work Phone:  (123)456-7890      Home Phone:  (999)321-8768

  Member has comments?:  Y          CO has comments?:    N
            Commanding Officer Endorsement:    A
      Special or Independent Duty Endorsement:  __
```

Assignment Data Maintenance (L76B), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Unaccompanied Tour	Enter "Y" (yes) or "N" (no) whether or not the member is available for an unaccompanied tour.
Special Needs	Enter "Y" (yes) or "N" (no) whether or not the member is requesting special needs consideration. Does member have medical, special education or other special needs?
Flight School Request	Enter "Y" (yes) or "N" (no) whether or not the member is requesting flight school.
Selected for PG Training	Enter "Y" (yes) or "N" (no) whether or not the member was selected for Post Graduate Training.
Tour Completion	Enter the year and month of the member's rotation date (YYMM).
Transfer Desired After	Enter the year and month the member desires to rotate. If no preference, leave blank (YYMM).
Last Servicewide Exam	Enter the year and month the member last took a servicewide exam. If the servicewide exam has not been taken within the last year, leave blank.
Career Intention	Enter one of the following codes to indicate the member's intentions: <table><tr><td>**Code**</td></tr><tr><td>E Extend/Reenlist</td></tr><tr><td>I Integrate</td></tr><tr><td>R Retire</td></tr><tr><td>D Discharge</td></tr><tr><td>U Undecided</td></tr></table>
Career Intention Date	Enter the year and month the career intention will occur (YYMM).
Work Phone	Enter the member's workplace telephone number.
Home Phone	Enter the member's home telephone number.
Member has comments?	Enter "Y" (yes) or "N" (no) whether or not the member has comments in the comments block of the CG-3698A.
CO has comments?	Enter "Y" (yes) or "N" (no) whether or not the member's commanding officer has comments on the reverse side of the CG-3698A. Commanding Officers comments are not required for officers.
Commanding Officer Endorsement	Enter "A" (approve), "C" (conditional), or "D" (disapprove). The commanding officer's endorsement in not required for officers.
Special or Independent Duty Endorsement	Enter "R" (recommended), "N" (not recommended), or leave blank.

Assignment Data Maintenance (L76B), Continued

Fast Path ID and Data Entry, Continued

When you have completed entering the information in screen 2 of 2 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Assignment Data Maintenance transaction updates the following in PMIS/JUMPS:

- Page 13 (Assignment Data Card Information)

- Has no effect on the segments.

Corrections and Deletions

Corrections and Deletions <u>may not</u> be made to this transaction. If information on the Assignment Data transaction is submitted in error, submit another transaction with a later effective date.

Start, Stop, Change Allotments or Bonds (L6DB)

The Start, Stop, Change, Allotments or Bonds (L6DB) transaction is in Chapter 20, Allotments.

Certificate of Release or Discharge From Active Duty (DD-214)

Purpose	This transaction is a typing aid enabling the user to record period(s) of service on an SDA II generated DD Form 214.
Reference	• Certificate of Release or Discharge From Active Duty, DD Form 214, COMDTINST M1900.4D
Transaction Built in SDA II	Release or Discharge From Active Duty
PMIS Transaction	None
Policies and Procedures	Information you need to know about this transaction:

• **This transaction does not** get transmitted to HRSIC, even though it is moved to Transaction Review as "Transmitted", during the Data Transmission event, if previously marked "Approved".

• **Users may make changes to this transaction,** from Transaction Review, by highlighting the transaction and pressing <GO> or F1. Keep in mind that a member, along with all Transaction History, is automatically deleted from the local database sixty days from separation or transfer.

• **If you need to complete a DD-214 on** a member that has been deleted from your database, you may either do an Accession (make sure this event is deleted upon completion of DD-214) to reflect the member in SDA II, or prepare the DD-214 on a typewriter. COMDT may also prepare the DD-214, upon request.

Fast Path ID and Data Entry If not creating this transaction in an event, Enter "DD214" for Fast Path ID or press "AEH" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

The following screen will appear if not doing it in an event.

Cert. of Discharge/Release From Active Duty Transaction (Screen 1 of 1)
060-00-0005   SA   DALLAS, STEVE
Stat   Option   Transaction
I   Required   Certificate of Discharge or Release from Active Duty (DD214)

Press <GO> or F1 to insert information (if not doing this in an event.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

```
          Release or Discharge from Active Duty (Screen 1 of 9)
060-00-0005                          SA          DALLAS, STEVE
                      Member's Name:  DALLAS, STEVEN JAMES
                               Rank:  SA
                              Grade:  E-2
      Reserve Obligation Term Date:  _____
    Place of Entry into Active Duty:  TOPEKA, KS
                                      _____

                      Home of Record at time of Entry
        Address:  _____

                  _____

        Country:  US
           City:  BLOOM COUNTY      State:  IA      Zip:  08070
```

Field	Action
Member's Name	Last Name and First Name will pre-fill, you must enter Middle Name (if applicable or "NMN") and suffix.
Rank	Enter abbreviation for grade or rate at which separated.
Grade	Enter pay grade at which separated.
Reserve Obligation Termination Date	Enter as applicable. If left blank, "NA" will automatically be printed on the Form.
Place of Entry into Active Duty	Enter location applicable to member's service status.
Home of Record at time of Entry	Enter complete address (if known) otherwise, just enter Country, City, State and Zip.

When you have completed Screen 1 press <GO> or <F1>.

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

```
        Release or Discharge from Active Duty (Screen 2 of 9)
060-00-0005                          SA          DALLAS, STEVE
        Last Duty Assignment: CG HRSIC
          Station Separated: CG HRSIC, TOPEKA, KS
        Command Transferred: NA
             SGLI Amount: $200,000.00


    Additional Specialty Codes: _____



    Member received dental exam/treatment within 90 days of sep?  N
```

Field	Action
Last Duty Assignment	Enter last permanent duty assignment.
Station Separated	Enter station name and geographical location.
Command Transferred	Enter either location or "NA", as applicable.
SGLI Amount	Amount is pre-filled based on information in local database. Overwrite as needed
Additional Specialty Codes	Enter specialty or experience indicator for Officers. Leave blank for Enlisted personnel, "NA" and "X's" will automatically print on Form.
Member received dental....	Enter "Y" or "N" as appropriate.

When you have completed Screen 2 press <GO> or F1.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

```
            Release or Discharge from Active Duty (Screen 3 of 9)
060-00-0005                          SA           DALLAS, STEVE
          Date Entered Active Duty This Period:  01/25/1994
                  Separation Date This Period:  01/24/1998
                 Net Active Service This Period:  040000
                      Total Prior Active Service:  000000
                    Total Prior Inactive Service:  000000
                               Foreign Service:  000000
                                   Sea Service:  000000
                       Effective date of Pay Grade:  04/01/1994
                    Member contributed to VEAP?:  N
          High School Graduate or Equivalent?:  Y
                        Days Accrued Leave Paid:  0.0
```

Field	Action
Date Entered Active Duty This Period	Enter date of entry on active duty.
Separation Date This Period	Enter applicable separation date.
Net Active Service This Period	The system will automatically calculate total service based on beginning and ending dates above. After completing this screen, and pressing <GO> or F1, the user will be able to modify the total service as needed.
Total Prior Active Service	Enter years, months, and days of prior active service completed before "Date Entered Active Duty This Period." If none, enter all zeros.
Total Prior Inactive Service	Enter years, months, and days of prior inactive service completed before "Date Entered Active Duty This Period." If none, enter all zeros.
Foreign Service	Enter years, months, and days foreign service completed between beginning and ending dates above. If none, enter all zeros.
Sea Service	Enter years, months, and days sea service completed between beginning and ending dates above. If none, enter all zeros.
Effective date of Pay Grade	Date is pre-filled based on information in the local database. User may modify this date as needed.

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued

Information on Screen 3 of 9, continued:

Field	Action
Member contributed to VEAP	Enter "Y" or "N" as applicable.
High School Graduate or Equivalent	Enter "Y" or "N" as applicable.
Days Accrued Leave Paid	Enter number of days lump sum leave paid. If none, enter 0.0, "None" will appear on the printed Form.

When you have completed Screen 3 press <GO> or F1. Users will then have the option to adjust the "Net Active Service This Period." If no adjustment is needed, press <GO> or F1.

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 4 of 9)
060-00-0005   SA   DALLAS, STEVE
Medal/Award   Award Date
CG Marksman Rifle   11/12/1994
National Defense Service Medal   11/12/1994

Medals Remarks:

Field	Action
Medals Remarks	All awards in local database are displayed on this screen. Users must press <GO> or F1 to proceed from the awards display in order to enter awards for printing in Block 13 of the Form. Users may scroll through the list of awards. If member has other awards that can be verified but are not listed in the award display, users may enter those awards in the "Medals Remarks" screen. Users must enter "X's" in all unused space.

When you have completed Screen 4 press <GO> or F1.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

Release or Discharge from Active Duty (Screen 5 of 9)		
060-00-0005	SA	DALLAS, STEVE
School Course		Completed
400469 CR/HRA SEXUAL HARRASSMENT PREV		11/12/1994
400470 CR/HRA ORIENTATION		11/11/1994

Training Remarks:
_____
_____
_____
_____
_____

Field	Action
Training Remarks	All courses completed, and reflected in the local database, are displayed on this screen. Users must press <GO> or F1 to proceed from the training display in order to enter courses for printing in Block 14 of the Form. Users may scroll through the list of courses. If member has other courses that can be verified but are not listed in the training display, users may enter those courses in the "Training Remarks" screen. Users must enter "X's" in all unused space.

When you have completed Screen 5 press <GO> or F1.

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

```
           Release or Discharge from Active Duty (Screen 6 of 9)
060-00-0005                          SA          DALLAS, STEVE
                       Mailing Address after Separation
           Address:  427 SW HUNTOON
           Country:  US
            County:  SHAWNEE
              City:  TOPEKA            State:  KS      Zip:  66617


                   Name and Address of Nearest Relative
             Name:  MARTIN J. DALLAS
           Address:  323 MAIN STREET
           Country:  US
              City:  TOPEKA            State:  KS      Zip:  66605
```

Field	Action
Mailing Address after Separation	Enter complete separation address, or press <F2> to pull up an address list. Once the address list is displayed, you may highlight an existing address and press <GO> or <F1> to populate the separation address fields. Once populated, you may change information as necessary or press <TAB> or <RETURN> to proceed to the next field.
Name and Address of Nearest Relative	Enter complete address of nearest relative.

When you have completed Screen 6 press <GO> or F1.

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued   The following screen will appear. Begin completing the fields.

```
            Release or Discharge from Active Duty (Screen 7 of 9)
060-00-0005                              SA          DALLAS, STEVE
                 Official Authorized to Sign: I. M. SMART
                                              YNC, USCG

                        Type of Separation: DISCHARGED
                       Character of Service: HONORABLE
                       Separation Authority: ARTICLE 12-B-11, CG PERSMAN
                            Separation Code: JBK
                              Reentry Code: RE-1
                   Narrative Reason for Sep: EXPIRATION OF TERM OF ENLISTMENT

             Dates of Time Lost This Period: NONE

               Send copy 6 to Vet Affairs?: Y      Veteran Affairs office:    KS
                     Member requests copy 4?: Y
```

Field	Action
Official Authorized to Sign	This information is pulled automatically from the "Signee Authority" field in the Site File. You may overwrite as necessary.
Type of Separation	Enter separation type.
Character of Service	Enter character of service.
Separation Authority	Enter appropriate separation authority.
Separation Code	Enter appropriate code from the SPD Handbook.
Reentry Code	Enter as applicable.
Narrative Reason for Separation	Enter applicable separation reason.
Dates of Time Lost This Period	Enter lost time, or TL: None.
Send copy 6 to Veteran Affairs?	Enter "Y" or "N" as applicable.
Veteran Affairs office	If "Y" was indicated above, enter state abbreviation for veteran affairs office. Press <F2> for a list of state abbreviations.
Member requests copy 4?	Enter "Y" or "N" as applicable. If "Y" is entered, member's initials will automatically print on Form.

When you have completed Screen 7 press <GO> or F1.

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID The following screen will appear. Begin completing the fields.
and Data Entry,
Continued

```
                Release or Discharge from Active Duty (Screen 8 of 9)
060-00-0005                              SA           DALLAS, STEVE
      Member's Name:   STEVEN JAMES DALLAS


      Remarks:

      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
```

Field	Action
Member's Name	Enter complete name.
Remarks	Enter applicable remarks. If additional remarks are needed, Screen 9 will provide a continuation sheet. Do not add "X's" in unused space, they will automatically be printed on the Form.

When you have completed Screen 8 press <GO> or F1.

Continued on next page

Certificate of Release or Discharge From Active Duty (DD-214), Continued

Fast Path ID and Data Entry, Continued   The following screen will appear. Begin completing the fields.

```
1 of 0    Release or Discharge from Active Duty (Screen 9 of 9)


   Continuation Page Information


   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
```

Field	Action
Continuation Page Information	Enter additional remarks as needed. Users have two screens available, with 13 lines of text per screen, of additional remarks. You will move to the next screen upon entering text on the last line of screen 1.

When you have completed Screen 9 you may either press <F6> for printing options or <GO> or F1 to return to the Expiration of Enlistment/End of Service Menu.

PMIS/JUMPS Effect   None.

Printing Options   Printing a worksheet or the entire Form is available by pressing <F6> on any screen except 3 and 8.

Member's Locally Created Data

Purpose   This transaction is used by PERSRU's to update <u>local</u> SDA II data base information and the PDIF (Personal Data Information File) on Coast Guard member's.

Reference
- CG Medals and Awards Manual, COMDTINST M1650.25B (series)
- CG Pay Manual, COMDTINST M7220.29, Chapter 4
- Maximum Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series).

Transaction Built in SDA II   Member's Locally Created Data

PMIS Transaction   None

Policies and Procedures   Information you need to know about this transaction:

- This transaction will update:

  ∗ Expected Good Conduct Date
  ∗ Sea Pay Premium Date
  ∗ Maximum Allowable Weight
  ∗ Home Phone Number
  ∗ Work Phone Number

Fast Path ID and Data Entry   Enter " "BCMB" from the Main Menu Screen in SDA II. Enter the member's SSN and press 'GO; or 'F1". Then press 'GO' or 'F1' again. The following screen 1 of 1 will appear. Complete the fields.

```
            Member's Locally Created Data (Screen 1 of 1)
    000-00-0000                      SN        DALLAS, STEVE
         Expected Good Conduct Date:   07/25/1999
            Sea Pay Premium Date:      01/20/2000
         Maximum Allowable Weight:     175.0

            Home Phone Number:         804 123-4567
            Work Phone Number:         804-777-6666

    Comments:
    _____
    _____
    _____
    _____
```

Continued on next page

Member's Locally Created Data, Continued

Fast Path ID and Data Entry, Continued

Field	Action
Expected Good Conduct Date	Enter the member's next expected Good Conduct Award date. This field for enlisted members only. **Note**: Refer to section 17-A-20 of this manual for instructions on how to get a adhoc/goodcon.r (Good Conduct Award report) in SDA II.
Sea Pay Premium	Enter the expected Sea Pay Premium Date.
Maximum Allowable Weight	Enter the member's maximum allowable weight (not the current weight of the member).
Home Phone Number	Enter the member's home phone number.
Work Phone Number	Enter the member's work phone number.
Comments	Enter comments (if necessary).

When you have completed entering the information in screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   This transaction has no affect on PMIS/JUMPS.

Corrections and Deletions   Corrections and Deletions <u>may not</u> be made to this transaction.

Member's Locally Created Data

Purpose   This transaction is used by PERSRU's to update <u>local</u> SDA II data base information and the PDIF (Personal Data Information File) on Coast Guard member's.

Reference
- CG Medals and Awards Manual, COMDTINST M1650.25B (series)
- CG Pay Manual, COMDTINST M7220.29, Chapter 4
- Maximum Allowable Weight Standards For The Health And Well-Being Of Coast Guard Military Personnel, COMDTINST M1020.8 (series).

Transaction Built in SDA II   Member's Locally Created Data

PMIS Transaction   None

Policies and Procedures   Information you need to know about this transaction:

- This transaction will update:

  * Expected Good Conduct Date
  * Sea Pay Premium Date
  * Maximum Allowable Weight
  * Home Phone Number
  * Work Phone Number

Fast Path ID and Data Entry   Enter " "BCMB" from the Main Menu Screen in SDA II. Enter the member's SSN and press 'GO; or 'F1". Then press 'GO' or 'F1' again. The following screen 1 of 1 will appear. Complete the fields.

Member's Locally Created Data (Screen 1 of 1)

000-00-0000   SN   DALLAS, STEVE

Expected Good Conduct Date: <u>07/25/1999</u>
Sea Pay Premium Date: <u>01/20/2000</u>
Maximum Allowable Weight: <u>175.0</u>

Home Phone Number: <u>804 123-4567</u>
Work Phone Number: <u>804-777-6666</u>

Comments:

Member's Locally Created Data, Continued

Fast Path ID and Data Entry, Continued

Field	Action
Expected Good Conduct Date	Enter the member's next expected Good Conduct Award date. This field for enlisted members only. **Note**: Refer to section 17-A-20 of this manual for instructions on how to get a adhoc/goodcon.r (Good Conduct Award report) in SDA II.
Sea Pay Premium	Enter the expected Sea Pay Premium Date.
Maximum Allowable Weight	Enter the member's maximum allowable weight (not the current weight of the member).
Home Phone Number	Enter the member's home phone number.
Work Phone Number	Enter the member's work phone number.
Comments	Enter comments (if necessary).

When you have completed entering the information in screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   This transaction has no affect on PMIS/JUMPS.

Corrections and Deletions   Corrections and Deletions <u>may not</u> be made to this transaction.

Section Overview

Introduction   This section will guide you through the Reserve Unique transactions in SDA II.

In this Section   The following is a list of SDA II transactions in alphabetical order and the page they can be found on.

TRANSACTION EXAMPLE

Retained Beyond Normal Expiration of Enlistment (P176)

Retained Beyond Normal Expiration of Enlistment (Screen 1 of 1)
000-00-0000   YN3   JONES, TOM

Date Retention Begins: 09/21/1997   Effective Time: 0001   Entry Type:
  Note: Enter the effective date the member's retention will begin.
                 This date should be the day after the active duty member's
                 Expected Active Duty Termination Date or if a reservist
                 then the day after the reserve member's current Expected Loss Date.

Enter the number of months of the retention: 03
Estimated Expiration of Retention Date: 12/20/1997   **(Element Code 12)**

Retention Reason Code: M   **(Element Code 14)**
Increase basic pay by 25%: no   **(Element Code 23)**

SDA II Transaction	Action	See Page
Amend Reserve Expected Active Duty Termination Date	P191	2-B-3
Assign/Remove Training Rating	R920	2-B-19
Change Category, Class, Pay Status	R910	2-B-17
Depart/Report ADT	R990	2-B-33
IDT Drill for Pay and Points	R985	2-B-30
Process Lump Sum Leave Payments	R975	2-B-26
Record Reserve RMGIB Eligibility Status	P230	2-B-8
Report Additional Active Duty Authorized	P192	2-B-5
Report Annual Screening Data	R900	2-B-15
Report Miscellaneous Events	R900	2-B-12
Report Course Completion	R970	2-B-23
Reserve Officer Experience Indicator	R960	2-B-21
SELRES (or Reserve) Enlistment Bonus	H600	2-B-10
Stop Basic Pay, BAH Type II and BAS Entitlements	R991	2-B-40

Section Overview, Continued

In this Section The following is a list of SDA II transactions and PMIS/JUMPS action codes in numerical order and the page they can be found on.

Action	SDA II Transaction	See Page
P191	Amend Reserve Expected Active Duty Termination Date	2-B-3
P192	Report Additional Active Duty Authorized	2-B-5
P230	Record Reserve RMGIB Eligibility Status	2-B-8
H600	SELRES (or Reserve) Enlistment Bonus	2-B-10
R900	Report Annual Screening Data	2-B-15
R900	Report Miscellaneous Events	2-B-12
R910	Change Category, Class, Pay Status	2-B-17
R920	Assign/Remove Training Rating	2-B-19
R960	Reserve Officer Experience Indicator	2-B-21
R970	Report Course Completion	2-B-23
R975	Process Lump Sum Leave Payments	2-B-26
R985	IDT Drill for Pay and Points	2-B-30
R990	Depart/Report ADT	2-B-33
R991	Stop Basic Pay, BAH Type II and BAS Entitlements	2-B-40

Amend Reserve Expected Active Duty Termination Date (P191)

Purpose This transaction is used to record a reserve member who is currently on temporary, extended, or special active duty (140 days or greater), and has had their orders amended to be extended on active duty with no break in service.

Reference
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C.
- Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 3-F

Transaction Built in SDA II Amend reserve expected active duty termination date.

PMIS/JUMPS Transaction P191

Policies and Procedures Information you need to know about this transaction:

- The <u>effective date</u> of this transaction will be the date notification is received that a reserve member's active duty orders have been extended.

- This transaction will extend the authorized period of active duty only. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a reserve officer does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPC (opm). It will be necessary for CGPC (opm) to submit and Officer Personnel Change Form in PMIS/JUMPS to update the officers reserve obligation.
  Note: <u>Do this first for both enlisted members and officers prior to completing the amend reserve expected active duty termination date transaction.</u>

- **Current Expected AD Termination Date:** This is the members <u>current</u> active duty termination date.

- **New Expected AD Termination Date:** This is the members <u>new</u> expected active duty termination date.

- **Amended Term of Active Duty:** This will be the total number of active duty days authorized under the original orders plus or minus all amendments. The number of days must equal, on a day for day basis, the entire period from the beginning of the active duty through the new expected active duty termination dated entered.

- **Active duty Pay:** Members will experience <u>interrupted active duty pay</u> if the current expected active duty termination date is reached prior to the submission of this transaction, unless a SOI (statement of intent) has been previously submitted.

Amend Reserve Expected Active Duty Termination Date (P191), Continued

Fast Path and Data Entry If not creating this transaction in an event, enter "P191" for Fast Path ID or press "GI" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to amend active duty termination date.

Amend Expected Active Duty Termination Date (Screen 1 of 1)
000-00-0000   DC1   SHORE, JOHN
Effective Date: <u>10/01/97</u>   Effective Time: <u>0001</u>   Entry Type:
Current Expected AD Termination Date: 12/31/1997 **(Element Code 01)**
New Expected AD Termination Date: 02/15/1998 **(Element Code 02)**
Amended Term of Active Duty: 0186 **(Element Code 77)**

Field	Action
Effective Date	The effective date of this transaction will be the date notification is received that reserve members active duty orders have been extended.
Effective Time	Enter effective time of the transaction.
Current Expected AD Termination Date	Enter the current active duty termination date.
New Expected AD Termination Date	Enter the new expected active duty termination date.

PMIS/JUMPS Effect The Amend Reserve Active Duty Termination Date transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions Corrections and Deletions <u>may not be made</u> to this transaction. If orders are further amended or canceled submit another amend reserve active duty termination date transaction.

Report Additional Active Duty Authorized (P192)

Purpose	This transaction is used to record that a **new set of orders** has been issued extending the active duty period of a reserve member who is currently on active duty (greater140 days), or a recalled retiree (regular or reserve) who is on active duty in a recalled from retirement status. This transaction will only be used when there is no break in service..
Reference	• Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3-C. • Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 3-F. • Separation Program Designator (SPD) Codes Handbook.
Transaction Built in SDA II	Report Additional Active Duty Authorized.
PMIS/JUMPS Transaction	P192
Policies and Procedures	Information you need to know about this transaction: • **Date Member's New Orders Commence**: This will be the <u>effective date</u> of this transaction. • The submission of this transaction will be preceded by the submission of Statement of Intent transaction (SOI). It is recommended the SOI be submitted at least one PMIS/JUMPS <u>compute cycle prior to</u> the members current Expected Active Duty Termination Date. • This transaction authorizes a new active duty period. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a reserve officer does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPC (opm). It will be necessary for CGPC (opm) to submit and Officer Personnel Change Form in PMIS/JUMPS to update the officers reserve obligation. **Note 1**: <u>Do this first for both enlisted members and officers prior to completing the report additional active duty transaction.</u> **Note 2**: Recalled retirees (regular and reserve officers) are not required to have obligated service when submitting this transaction.

Report Additional Active Duty Authorized (P192), Continued

Policies and Procedures, continued

- **New Expected AD Termination Date:** This is the members <u>new</u> active duty termination date. When a date is entered here, SDA II will automatically calculate (in days) the "term of active duty authorized".

- **Term of Active Duty Authorized:.** Number of <u>days</u> (day for day basis) will be expressed here. If the "new expected AD termination date" is left blank, and the number of days active duty authorized is entered here, SDA II will automatically calculate the "new expected AD termination date".

- **Reserve Duty Type:** Used only for reserve members. Do not use for regular Coast Guard members or for recalled retirees (regular or reserves).

Valid Code	Descriptions
B	Extended Active Duty (EAD)
D	Active Duty for Special Work in support of the Reserve Component (ADSW-RC)
E	Active Duty for Training - Other Training Duty (ADT-OTD)
G	Active Duty for Special Work in support of the Active Component (ADSW-AC)
H	Initial Active Duty for training (IADT)
O	Officer Candidate School (OCS)

- **Separation Program Designator (SPD)**: See the SPD handbook for correct code.

- **Carry forward all unused leave:** If member will be carrying forward unused leave this will be "Y" for yes or "N" for no. <u>This will be answered "Y" for recalled retirees as they must carry all leave forward</u>.

- **Total Leave to be Sold:** When a reserve member's period of active duty (greater than 30 days) ends, they have the option of selling leave earned while on active duty. This will be the number of days leave the member is selling.

- **Active duty Pay:** Members will experience <u>interrupted active duty pay</u> if the current expected active duty termination date is reached prior to the submission of this transaction, unless a SOI (statement of intent) has been previously submitted.

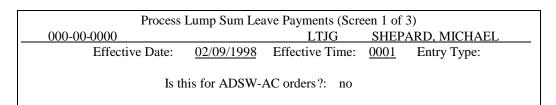# Report Additional Active Duty Authorized (P192), Continued

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "P192 for Fast Path ID or press "GJ" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to amend active duty termination date.

```
              Report Additional Active Duty Authorized (Screen 1 of 2
     000-00-0000                                  DC1            SHORE, JOHN
 Date Member's New Orders Commence:  02/16/1998     Time:  0001      Entry Type:

        New Expected AD Termination Date:      07/10/1998   (Element Code 75)

          Term of Active Duty Authorized:      0145         (Element Code 77)

 * Enter the New Expected Termination Date and Term of ACDU authorized will be calculated
   automatically.  Or, leave the date blank and enter the ACDU Authorized, and the system will
   generate the New Termination Date.
```

Field	Action
Date Members New Orders Commence	Enter date members new orders will commence.
Time	Enter effective time of transaction.
New Expected AD Termination Date	Enter the Reservists new expected ACDU termination date.
Term of Active Duty Authorized	Enter total number of days of ACDU authorized.

```
              Report Additional Active Duty Authorized (Screen 2 of 2
        000-00-0000                                DC1            SHORE, JOHN
                        Reserve Duty Type:     B         (Element Code 76)

              Separation Program Designator:   KBK       (Element Code 80)

               Carry forward all unused leave?:  Y       (Element Code 90)
                      Total Leave to be Sold:   00.0     (Element Code 91)
```

Field	Action
Separation Program Designator	Enter the separation program designator.
Total Leave to be Sold	Enter the number of leave days to be sold.

PMIS/JUMPS Effect   The Report Additional Active Duty Date transaction updates the following in PMIS/JUMPS:

- Segment 00 (expected active duty termination date)
- Segment 75 (Separation/Retention information)
- Updates page 5 (Contract and Service information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and Deletions may be made to this transaction.

Record Reserve MGIB Eligibility Status Transaction (P230)

Purpose   This transaction is used to record a reserve member 's Montgomery GI Bill eligibility status.

Reference
- Montgomery GI Bill - Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series)

Transaction Built in SDA II   Record Reserve MGIB Eligibility Status.

PMIS/JUMPS Transaction   P230

Policies and Procedures   Information you need to know about this transaction:

- Use the help wheel (F2) to find the correct eligibility status code and the penalty status code.

- Refer to the reference, COMDTINST 1001.30 for RMGIB information.

- Eligibility status code must always be used. Other information on this transaction is dependent on the eligibility status code used. If the eligibility status code equals:

  1) A, B, C, D, E, or W then no other information (element codes) are used.
  2) F or R use RMGIB start date only.
  3) G, H. I, J, K, L, M, N, P, or Q then the RMGIB stop date, number of months obligated, and penalty status code must be used. Do not use RMIGB start date.

Fast Path and Data Entry   If not creating this transaction in an event, enter "P230" for Fast Path ID or press "GK" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. Then press 'GO' again. Now begin entering information to record the reserve members MGIB eligibility status.

```
                    RMGIB Eligibility Data (Screen 1 of 1)
000-00-0000                                  YN1          DOE, SALLY
      Effective Date:  11/17/1997      Effective Time:  0001      Entry Type:

              Eligibililty Status Code:      F          (Element Code 01)
                    RMGIB Start Date:   11/17/1997      (Element Code 02)
                    RMGIB Stop Date:    _____       (Element Code 03)
         Number of months obligated:    _____       (Element Code 04)
                  Penalty Status Code:   _____       (Element Code 05)
```

Continued on next page

Record Reserve MGIB Eligibility Status Transaction (P230),
Continued

Fast Path and Data Entry continued

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Eligibility Status Code	Enter the RMGIB eligibility code.
RMGIB Start Date	Enter the eligibility start date for RGMIB benefits.
RMGIB Stop Date	Enter the eligibility stop date for RMGIB benefits.
Number of months obligated	Enter number of months obligated if terminated or suspended.
Penalty Status Code	Enter the Penalty Status Code.

PMIS/JUMPS Effect

The record reserve MGIB eligibility status transaction updates the following in PMIS/JUMPS:

- Updates page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions may not be made to this transaction. In the event of an incorrect submission, a new transaction will be submitted with the same effective date, with an effective time five minutes later than the erroneous submission.

SELRES (or Reserve) Enlistment Bonus (H600)

Purpose   This transaction is used by PERSRU's to pay enlistment bonus's to new recruits and prior service members who enlist in certain specialties in the Coast Guard Reserves.

Reference
- Reenlistment Bonus Programs Administration, COMDTINST M7220.33
- (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1A

Transaction Built in SDA II   SELRES (or Reserve) Enlistment Bonus

PMIS Transaction   H600

Policies and Procedures   Information you need to know about this transaction:

- The Coast Guard implemented policy to encourage new recruits with or without prior service to enlist in certain specialties within the Coast Guard Reserve. Members who enlisted in these specialties will be given a bonus between $900 and $5,000. The enlistment bonus is paid in two installments.

Fast Path ID and Data Entry   Enter "GM" from the Main Menu Screen in SDA II. Enter the member's SSN, last name, first name and rank (SDA II will complete the member's last name, first name and rank if he/she is already in the data base) press 'GO' or 'F1' until the following screen 1 of 1 appears. Complete the fields.

SELRES (OR RESERVE) ENLISTMENT BONUS (Screen 1 of 1)

000-00-0000   YN3   DOE, JOHN

Effective Date: 08/01/1997   Effective Time: 0005   Type entry:

Stop Date of Bonus:	07/31/2000	**(element code 01)**
Active Duty Base Date:	07/30/1993	**(element code 02)**
Object Code:	12655	**(element code 03)**
Dollar Amount of 1st Installment:	00600.00	**(element code 20)**
Total Amount of New Bonus:	01200.00	**(element code 21)**
Number of Installments Payable:	2	**(element code 22)**
Date of Reenlistment/Extension Or Original SELRES Enlistment:	970801	**(element code 04)**
Expected Loss Date Prior to Reenl/Ext Or Prior Service End of Enlistment Date:	970731	**(element code 05)**

Note: There are two other element codes created by this transaction not shown on the above example screen 1 of 1. They are element code 23 (number of installments authorized now) and element code 98 (total dollar amount of element codes 20 and 21). To see all of the element codes on this transaction, you may print the transaction log by pressing <F6> and selecting option B.

SELRES (or Reserve) Enlistment Bonus (H600), Continued

Fast Path ID and Data Entry, Continued

Field	Action
Effective Date	Enter the date of enlistment/reenlistment.
Effective Time	Enter 0005.
Stop Date of Bonus	Enter expiration date of applicable enlistment/reenlistment period.
Active Duty Base Date	Enter the member's active duty base date.
Object Code	Enter the object code. Press F2 for a list of valid object codes.
Dollar amount of 1st Installment	Enter the dollar amount of the first installment.
Total Amount of New Bonus	Enter the total dollar amount of the bonus.
Number of Installments Payable	Enter the number of installments payable.
Date of Reenlistment/Ext Or Original SELRES Enlistment	Enter Enlistment/Reenlistment/Extension Date (YYMMDD).
Expected Loss Date Prior to Reenl/Ext Or Prior Service End of Enlistment Date	Enter prior expected loss date (YYMMDD).

When you have completed entering the information in screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The SELRES (or Reserve) Enlistment Bonus transaction updates the following in PMIS/JUMPS:

• Segment 30 has no affect on the PMIS screens in the PMIS data base.

Corrections and Deletions

Corrections and Deletions may not be made to this transaction.

Report Miscellaneous Events (R900)

Purpose   This transaction is used to report miscellaneous events for Reserve members.

Reference
- CG Reserve Policy Manual, COMDTINST M1001.28
- CG Personnel Manual, COMDTINST M1000.6A
- CG Recruiting Manual, M1100.2C

Transaction Built in SDA II   Report Miscellaneous Events

PMIS Transaction   R900

Policies and Procedures   Information you need to know about this transaction:

- Review references above (if needed) prior to submitting this transaction.

- All of the fields on this transaction <u>do not need to be completed</u>. Complete the necessary fields only. **Note**: If more than 9 fields are used SDA II will create 2 of these transactions with and effective date 5 minutes apart.

Fast Path ID and Data Entry   If not creating this transaction in an event, enter "R900-MISC" for Fast Path ID or press "GH" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again. The following screen will appear. The element code created will not appear on your screen. Element codes on this page are for information purposes only. Begin completing the fields..

```
                  Report Miscellaneous Events (Screen 1 of 1)
000-00-0000                                          YN1        DOE, JANE
             Effective Date:   10/14/1997  Effective Time: 0001     Entry Type:


                       District/Opfac:   53  47400     (element code 01)
                       Anniversary Date:   11/22/1986   (element code 02)
                   Break in Service Date:   11/21/1994   (element code 02)
               Civilian Occupation Code:   160168       (element code 03)
                      Dropped from Rolls:    /  /        (element code 06)
        Date Pay and Allowances Accrue From:  01/31/1998  (element code 07)
     Date of Initial Entry into Reserve Forces:  11/22/1986  (element code 08)
                          Work Phone:   (804) 123-4567 (element code 09)
                          Home Phone:   (804) 123-4576 (element code 10)
                    Drill Obligation Date:    /  /        (element code 11)
          Date Military Obligation Complete:   01/30/2002   (element code 12)
                    Transfer Reason Code:   1             (element code 20)
                Provisional Petty Officer:   No            (element code 21)
                 2 x 2 x 4 or 2 x 4 Program?:   No         (element code 22)
```

Continued on next page

Process Lump Sum Leave Payments For Reserves (R975), Continued

Fast Path ID and Data Entry, Continued   The following screen 1 of 3 will appear. The element code created will not appear on your screen. Element codes are for information purposes only. Begin completing the fields.

```
              Process Lump Sum Leave Payments (Screen 1 of 3)
       000-00-0000                        LTJG      SHEPARD, MICHAEL
           Effective Date:   02/09/1998   Effective Time:  0001    Entry Type:

                    Is this for ADSW-AC orders?:   no
```

Field	Action
Effective Date	Enter the effective date. This date must be equal to the last day of current active duty period.
Effective Time	Enter the effective time. It must be later than the effective time of the R991.
Entry Type	This is not updateable.
Is this for ADSW-AC orders?	Enter 'Y' (yes) or 'N' (no). ADSW-AC refers to a tour of active duty other than Extended Active Duty (EAD) to provide support for Coast Guard missions. This includes duty formerly referred to as TEMAC (Temporary Active Duty).

When you have completed the fields in screen 1 of 3 above, press <GO> or <F1>. The following screen 2 of 3 will appear. Complete the fields.

Note: The DAFIS Accounting String Layout can be found in the Query Manual. HRSICINST M5230.2, Chapter 4, Section F.

```
              Process Lump Sum Leave Payments (Screen 2 of 3)
       000-00-0000                              LTJG      SHEPARD, MICHAEL
            Appr  Lim  Alt  Alt  Prog  Cost  Obj   DocID DocID DocID      Doc
Dist  Code  Code  Fnd  Lvl  Elem  Cntr  Class Type  FY    TONO       Suf
2H    601   501   30   0    RC08  75126 117K  72    96    846HRC292  000
```

Field	Element Code	Action
Dist Code	01	Enter the Agency code of 2 followed by the one digit alpha or numeric Region code.
Appr Code	01	Enter the three digit numeric appropriation code. If the appropriation code is two digits, insert a leading zero.
Lim Code	01	Enter the three digit appropriation limitation code.
Alt Fnd	01	Enter the Allot/Fund control code.
Alt Lvl	01	This field is set at '0' and is not updateable

Continued on next page

Process Lump Sum Leave Payments For Reserves (R975),
Continued

Fast Path ID And Data Entry, Continued

Field	Element Code	Action
Prog Elem	01	Enter the four digit alpha/numeric Program Element.
Cost Cntr	02	Enter the five digit numeric Cost Center.
Obj Class	02	Enter the four digit alpha/numeric Object Class.
DocID Type	02	Enter the two digit numeric Document Type ID.
DocID FY	02	Enter the two digit numeric Fiscal Year.
DocID TONO	03	Enter the nine digit alpha/numeric Travel Order Number (TONO).
Doc Suf	03	Normally this will be three zero's (000). Or enter the three digit numeric Document Suffix.

When you have completed the fields in screen 2 of 3 above, press <GO> or <F1>. The following screen 3 of 3 will appear. Complete the fields.

Process Lump Sum Leave Payments (Screen 3 of 3)
000-00-0000   LTJG   SHEPARD, MICHAEL
Sys Data: RHFEMENDE
Program Element: RC1234
Total Days Unused Leave: 2.5
Days LS Non-SLB Leave to Sell: 2.5
Days Unused LS Non-SLB Leave to Carry Forward: 0.0

Field	Element Code	Action
Sys Data	21	If the first digit in the Appropriation Limitation Code in screen 2 of 3 above is a "5" or "8", then the SYS Data field (element code 21) will be created. If the SYS Data filed is created enter the Alpha SYS Data. If a "5" or "8" is not the first digit in the Appropriation Limitation Code, then this field will not be updateable.
Program Element	22	If the first digit in the Appropriation Limitation Code in screen 2 of 3 above is a "5" or "8", then the Program Element (element code 22) will be created. If the Program Element field is created enter the Program Element. If a "5" or "8" is not the first digit in the Appropriation Limitation Code, then this field will not be updateable.

IDT Drill For Pay And Points (R985)

Fast Path ID
And Data Entry,
Continued

After pressing F3 <insert>, the below screen 1 of 1 will appear. Begin completing the fields.

```
                        IDT Drill R985 (Screen 1 of 1)
000-00-0000                                 MKC       BURNS, FRANK
        Effective Date:   02/10/1998   Effective Time:  0001     Entry Type:


                  District:  53        (element code 01)
                     Opfac:  47400     (element code 01)


              Duty Type:  M      Multiple Drill                  (element code 02)
         Pgm Designator1:  AP     Personnel Administration         (element code 04)
         Pgm Designator2:  AP     Personnel Administration         (element code 05)
          SEPRATES Code:  B      Lunch Only                      (element code 06)
```

Field	Action
Effective Date	Enter the effective date. This is the date the IDT drill was performed.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
District	Enter the numeric two digit district.
Opfac	Enter the numeric five digit Opfac of the unit where the member performed the IDT drill(s). Use the help wheel <F2> for a list of Opfac's.
Duty Type	Enter the duty type code. The following codes are available under the help wheel <F2>: A Appropriate Duty D Multiple Drill w/o pay E Single Drill w/o pay F Single Drill w/pay and Single Drill w/out pay M Multiple Drill N Appropriate Duty w/o pay P Unexcused Absence for Single Drill Q Unexcused Absence for Multiple Drill S Single Drill **Note: If duty type codes 'P' or 'Q' are used, no other information/fields are required or updateable in this transaction.**
Pgm Designator1	Enter the program designator. Use the help wheel <F2> for a list of program designator's. **Note**: If duty type code is "M", "D", or "F", both Pgm Designator1 and Pgm Designator2 fields must be completed.

Continued on next page

IDT Drill For Pay And Points (R985), Continued

Fast Path ID And Data Entry, Continued	Pgm Designator2	If duty type code "M", "D", or "F" was used, enter the program designator2. Use the help wheel <F2> for a list of program designator's.
	SEPRATS Code	SEPRATS code is used only if duty type code "M" was used. Enter the SEPRATS code. The following codes are available under the help wheel <F2>: A Breakfast only B Lunch only C Supper only D Breakfast and Lunch E Lunch and Supper F Breakfast, Lunch, and Supper **Note: SEPRATS codes are not used for officers.**

When you have completed screen 1 of 1 above press <GO> or <F1>. The screen below will appear.

```
                          IDT Drill for Pay and Points
        000-00-0000                         MKC       BURNS, FRANK
Effective  Eff                    Duty    Program  Program              Trans
Date       Time   District  Opfac Type    Design1  Design2   SEPRATS    Status
02/10/1998 0001   53        47400 M       AP       AP        B          C
```

When this screen (above) appears, press Shift F6. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect   The IDT Drill for Pay and Points transaction updates the following in PMIS/JUMPS:

- Segments 00, 01, and 81. Has no affect on the PMIS screens in the PMIS Data Base.

Corrections and Deletions   Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system..

Depart/Report ADT (R990), Continued

Policies and Procedures, Continued

STOPPING PAY/POINTS ENTITLEMENT: For periods of active duty over 30 days and less than 140 days, a Stop Basic Pay, BAH Type II, and BAS Entitlements (R991) transaction must be submitted on or before the expected date of departure from the duty station where the ADT-AT was performed as indicated on the original Depart/Report ADT (R990) transaction. <u>If the R991 transaction is not submitted on time, the member's pay and allowances will be automatically stopped from the stop date built in the segments from the initial Depart/Report ADT (R990) transaction</u>. Use the following table to help determine submission of the Stop Basic Pay, BAH, and BAS Entitlements (R991) transaction:

IF	AND	THEN
There is an increase or decrease in the length of the active duty period.	The original period of active duty was 29 days or less.	A <u>correction</u> to the original Depart/Report ADT (R990) transaction is required.
There is an increase or decrease in the length of the active duty period.	The original period of active duty was 30 days or more.	A Stop Basic Pay, BAH Type II, and BAS Entitlements (R991) transaction is required.
A Depart/Report ADT (R990) transaction has been submitted.	An incorrect start date or time was used.	Delete the original Depart/Report ADT (R990) transaction and submit a new (R990) transaction.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "R990" for Fast Path ID or press "GEC" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. The following screen will appear.

```
                          Depart/Report ADT
        000-00-0000                          YN2        CLARK, MARTHA
Effective         Effective      DocID       DocID      DocID      Trans
Date              Time           Type        FY         TONO       Status
_____




```

When the above screen appears, press F3 to insert. Or you may want to view an existing R990 transaction that will appear in this screen. Highlight the R990 transaction you wish to view and press "GO" or "F1".

Depart/Report ADT (R990), Continued

Fast Path ID Screen 1 of 2 (below) will appear. Begin completing the fields.
And Data
Entry,
Continued

<table>
<tr><td colspan="4">Depart/Report ADT Less Than 139 Days (Screen 1 of 2)</td></tr>
<tr><td>000-00-0000</td><td></td><td>YN2</td><td>CLARK, MARTHA</td></tr>
<tr><td>Effective Date: <u>01/16/1998</u></td><td colspan="2">Effective Time: 0730</td><td>Entry Type:</td></tr>
<tr><td>Duty Type:</td><td><u>1</u></td><td colspan="2">Active Duty for Training (ADT-AT)</td></tr>
<tr><td>Pay and Allowances Code:</td><td><u>Y</u></td><td colspan="2">With Pay and Allowances</td></tr>
<tr><td>Program Designator:</td><td><u>AP</u></td><td colspan="2">Personnel Administration</td></tr>
<tr><td>District:</td><td><u>53</u></td><td colspan="2">Opfac: <u>47400</u></td></tr>
<tr><td>Sys Data:</td><td><u>RHFEMENDE</u></td><td colspan="2">Program Element: <u>RC1234</u></td></tr>
<tr><td>Arrived at Duty Station:</td><td><u>01/16/1998</u></td><td><u>0900</u></td><td>Departed: <u>02/03/1998</u> <u>1600</u></td></tr>
<tr><td>Arrived Home:</td><td><u>02/03/1998</u></td><td><u>1900</u></td><td></td></tr>
<tr><td>BAH II Code:</td><td><u>L</u></td><td colspan="2">W/DPNS; MBR not assign govt qtrs</td></tr>
<tr><td>Travel BAS Entitlement:</td><td><u>T</u></td><td colspan="2">Separate Rations</td></tr>
<tr><td>Duty BAS Entitlement:</td><td><u>R</u></td><td colspan="2">Regular BAS</td></tr>
<tr><td>Purpose of Duty:</td><td colspan="3"><u>ADMIN SUPPORT</u></td></tr>
</table>

Field	Element Code Location	Action
Effective Date	NA	Enter the date the member departed home enroute to the duty station. See time/date information on previous pages.
Effective Time	NA	Enter the time the member departed home enroute to the duty station. See time/date information on previous pages.
Entry Type	NA	This is not updateable.
Duty Type	04	Enter the duty type. The following codes are available under the help wheel <F2>: 1 Active Duty Training – Annual Trng 2 Initial Active Duty for Training (IADT) 3 AD Special Work – Res Comp (ADSW-RC) 4 AD Special Work – Res Comp (ADSW-AC) 6 AD For Training – Other Trng Duty (ADT-OTD)
Pay and Allowances Code	04	Enter the pay and allowances code. The following codes are available under the help wheel <F2>: A Without Pay (Allowances Only) N Without Pay and Allowances P Pay Only Y With Pay and Allowances
Program Designator	04	Enter the Program Designator (mode code). Use the help wheel <F2> or the COMDTINST 5310.3, for a list of codes. **Note**: When using duty type 3 (ADSW-RC), the Program Code must be AP.

Continued on next page

Depart/Report ADT (R990), Continued

Fast Path ID And Data Entry, Continued

District	08	Enter the two digit district.
Opfac	08	Enter the five digit Opfac. Use the help wheel <F2> for a list of Opfac's.
Sys Data	21	Enter the nine digit alpha/numeric system data.
Program Element	04	Enter the six digit alpha/numeric program element.
Arrived at Duty Station	05	Enter the date and time the member arrived at the duty station.
Departed	06	Enter the date and time the member departed the duty station.
Arrived Home	07	Enter the date and time the member arrived home.
BAH II Code	08	Enter the BAH II code. Use the help wheel <F2> for a list of codes.
Travel BAS Entitlement	08	Enter the travel BAS entitlement for the travel period. The following codes are available under the help wheel <F2>: N No Entitlement O Officer BAS T Separate Rations **Note**: **Officers are only entitled to code "O" (officer BAS). SDA II automatically completes this field for officers and it should not be changed.**
Duty BAS Entitlement	08	Enter the BAS entitlement for the duty period. The following codes are available under the help wheel <F2>: N No Entitlement O Officer BAS P Partial BAS R Regular BAS S Special BAS T Separate Rations **Note**: **Officers are only entitled to code "O" (officer BAS). SDA II automatically completes this field for officers and it should not be changed.**
Purpose of Duty	22	Enter the purpose of duty (ie: Admin Support).

When you have completed the fields in screen 1 of 2 above, press 'GO' or "F1". The following screen 2 of 2 will appear. Complete the fields.

Note: The DAFIS Accounting String Layout can be found in the Pay Personnel and Procedures Manual. HRSICINST M1000.2, Chapter 2, Section F.

Continued on next page

Depart/Report ADT (R990), Continued

Fast Path ID and Data Entry, Continued

	Depart/Report ADT Less Than 139 Days (Screen 2 of 2)										
000-00-0000							YN2	CLARK, MARTHA			
Appr Dist	Lim Code	Alt Code	Alt Fnd	Prog Lvl	Cost Elem	Obj Cntr	DocID Class	DocID Type	DocID FY	Doc TONO	Suf
2H	601	501	30	0	RC08	75126	117K	72	96	846HRC292	000

Field	Element Code	Action
Dist Code	01	Enter the Agency code of 2 followed by the alpha or numeric Region code.
Appr Code	01	Enter the three digit numeric appropriation code. If the appropriation code is two digits, insert a leading zero.
Lim Code	01	Enter the three digit appropriation limitation code.
Alt Fnd	01	Enter the Allot/Fund control code.
Alt Lvl	01	This field is set at '0' and is not updateable
Prog Elem	01	Enter the four digit alpha/numeric Program Element.
Cost Cntr	02	Enter the five digit numeric Cost Center.
Obj Class	02	Enter the four digit alpha/numeric Object Class.
DocID Type	02	Enter the two digit numeric Document Type ID.
DocID FY	02	Enter the two digit numeric Fiscal Year.
DocID TONO	03	Enter the nine digit alpha/numeric Travel Order Number (TONO).
Doc Suf	03	Normally this will be three zero's (000). Or enter the three digit numeric Document Suffix.

When you have completed the fields in screen 2 of 2 above, press 'GO' or "F2". The following screen will appear..

	Depart/Report ADT				
000-00-0000			YN2	CLARK, MARTHA	
Effective Date	Effective Time	DocID Type	DocID FY	DocID TONO	Trans Status
01/16/1998	0730	72	96	846HRC292	C

Depart/Report ADT (R990), Continued

When this screen (above) appears press Shift F6. You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect

The Depart/Report ADT transaction may update the following in PMIS/JUMPS. The segments updated depend upon the information entered on this transaction.

- Segments 00, 01, 24, 25, 26, 27, 16, 17, 18, 19, 34, 35 and 81. Has no affect on the PMIS screens in the PMIS Data Base.

Corrections and Deletions

Corrections and Deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Stop Basic Pay, BAH Type II/BAQ And BAS Entitlements (R991)

Purpose	This transaction is used to stop Basic Pay, BAH/BAQ and BAS entitlements for Reserve who's active duty period was initially started by the Depart/Report ADT (R990) transaction.

Reference
- CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 3
- CG Pay & Personnel Procedures Manual, HRSICINST M1000.2A, Chapter 2-C
- CG Pay Manual, COMDTINST M7220.29, Chapter 12

Transaction Built in SDA II

Stop Basic Pay, BAH Type II/BAQ And BAS Entitlements

PMIS Transaction

R991

Policies and Procedures

Information you need to know about this transaction:

- Rules for entitlement to pay and points for reserve active duty periods less than 140 days are contained in the Reserve Policy Manual and the Pay Manual. These manuals should be reviewed prior to submitting this transaction.

- **ACTIVE DUTY UNDER 30 DAYS**: For 1 to 29 day periods of active duty, **do not do this transaction**. PMIS/JUMPS automatically sets stop dates in the segments. Therefore no further action is required for the member to receive payment and retirement point credit for the period of duty performed.

- **ACTIVE DUTY 30 TO 139 DAYS**: For 30 to 139 day periods of active duty, PMIS/JUMPS automatically set stop dates in the segments. This transaction must be submitted to verify that the stop date is correct or that the initial stop date on the original R990 transaction changed to stop Basic Pay, BAH Type II, BAS and retirement point entitlements.

- **TIMELY SUBMISSION**: This transaction must be submitted on or before the member's expected date of departure from the duty station where the ADT-AT was performed as indicated on the original Depart/Report ADT (R990) transaction submission. If this (R991) transaction is not submitted in time, the member's pay and allowances will stop automatically from the stop dates set by the original Depart/Report ADT (R990 transaction.

- **EFFECTIVE DATE/TIME**: The effective date should be a date during the active duty period or before the member's last day of active duty (day of departure from the unit active duty is performed). The effective time of this transaction can be anytime between 0001 and 2400 unless it is being submitted on the same date as the Depart/Report ADT (R990), then the effective time of the R991 transaction must be 5 minutes later than the effective time of the R990 transaction.

Continued on next page

Stop Basic Pay, BAH Type II/BAQ And BAS Entitlements (R991), Continued

Policies and Procedures, Continued

- • **LATE SUBMISSION**: If this transaction is not submitted on time, a late submission is still required. However this may result in a delayed final payment to the member.

Fast Path ID and Data Entry

If not creating this transaction in an event, enter "R991" for Fast Path ID or press "GEE" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO'. Then press 'GO' again. The following screen 1 of 1 will appear. Begin completing the fields.

```
        Stop Basic Pay, BAH Type II and BAS Entitlements  (Screen 1 of 1)
        000-00-0000                          YN2      CLARK, MARTHA
     Effective Date:    01/16/1998          Effective Time:   0735      Entry Type:

     Dpt Home For Duty Stn:   01/16/1998   0730            Arrived:  01/16/1998   0900
        This should reflect the                              This Should reflect the
        Effective Date/Time                                  Date/Time member reported
        of the R990                                          to the Duty Station

     Departed Duty Station:   02/03/1998   1600          Arrived Home: 02/03/1998   1900

             BAH/BAQ Code:    L         W/DPNS; MBR not assign govt qtrs
     Travel BAS Entitlement:  T         Separate Rations
       Duty BAS Entitlement:  R         Regular BAS
```

Field	Element Code Location	Action
Effective Date	NA	Enter the effective date of the transaction. See effective date/time information on previous page.
Effective Time	NA	Enter the effective time. See date/time information on previous page.
Entry Type	NA	This is not updateable.
Dpt Home For Duty Stn	04	Enter the date and time the member departed home for the duty station.
Arrived	05	Enter the date and time the member arrived at the duty station.
Departed Duty Station	06	Enter the date and time the member departed the duty station.
Arrived Home	07	Enter the date and time the member arrived home.
BAH/BAQ Code	08	Enter the BAH/BAQ code. Use the help wheel <F2> for a list of codes.
Travel BAS Entitlement	08	Enter the travel BAS entitlement for the travel period. Use the help wheel <F2> for a list of BAS codes. **Note: Officers are only entitled to code "O" (officer BAS). SDA II automatically completes this field for officers and it should not be changed.**
Duty BAS Entitlement	08	Enter the BAS entitlement for the duty period. Use the help wheel <F2> for a list of BAS codes. **Note**: **Officers are only entitled to code "O" (officer BAS). SDA II automatically completes this field for officers and it should not be changed.**

Continued on next page

Stop Basic Pay, BAH Type II/BAQ And BAS Entitlements (R991), Continued

Fast Path ID And Data Entry, Continued
When you have completed the fields in screen 1 of 1 above, press 'GO' or 'F1". You will return to the SDA II main menu. Your transaction is complete.

PMIS/JUMPS Effect
The Stop Basic Pay, BAH Type II and BAS Entitlements transaction may update the following in PMIS/JUMPS. The segments updated depend upon the information entered on this transaction.

- Segments 00, 01, 24, 25, 26, 27, 16, 17, 18, 19,34, 35 and 81. Has no affect on the PMIS screens in the PMIS Data Base.

Corrections and Deletions
Corrections and Deletions <u>may not</u> be made to this transaction.

PCS Departing Event for Active Duty Members, Continued

PCS Departing Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field, continued:

Field	Action
AO	If member is authorized leave OUTCONUS, then enter the number of days the member is authorized.
CA	If member is authorized Compensatory Absence, then enter the number of days the member is authorized.
NA	If member is authorized non chargeable absence, then enter the number of days the member is authorized.
DA	This field is not updatable for this event.
Address	Enter the Street Address of where the member will be on leave.
Country	This field is automatically set at 'US'. If it should be different, then enter the country code of what country the member will be on leave (press the F2 key for a valid list of country codes).
City	Enter the City of where the member will be on leave.
St	Enter the abbreviation of the state the member will be on leave (press the F2 key for a valid list of state abbreviations).
ZIP/Postal	Enter the first 5 digits of the zip code of the city in which the member will be on leave.
Phone	Enter the area code and phone number of where the member will be on leave (to input this information, type in the phone number without any spaces and the system will format it correctly, once you have completed Screen 2 of 5* and have pressed <GO> or F1.
Ag	This field is set to '2' and is not allowed to be changed.
Reg	Enter the Region (District) code in this field.
Appr Code	Enter the Appropriate code in this field.
Appr Limit	Enter the Limitation code in this field.
Allot Level	This field is set at '0'.
Program Elem	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID	Enter the Document ID (TONO) in this field.

PCS Departing Event for Active Duty Members, Continued

PCS Departing Transaction, Continued

The next two screens that will come up in this transaction are Screen 3 of 5* and Screen 4 of 5*. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the member's entitlements are for PCS:

- Travel entitlements
- If requesting for advances
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

PCS Orders (screen 3 of 5*)
 000-00-0000   SABM   DOE, JOHN
            New Servicing/Responsible PERSRU: 47400
                      CG HRSIC
            Remarks:
A. THESE ORDERS CONSTITUTE A PCS MOVE FM (City/State) TO (City/State) .
B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or**   WILL NOT BE RELOCATING). ACCOMPANIED **or** ALL OTHERS TOUR
C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
D. MBR TO USE (**1 or 2**) POCS
E. OFFICIAL DISTANCE (MILES) ___ FM (last PDS) TO (new PDS) IAW JFTR U5105.
F. (INSERT EXCEPTIONS HERE)
G. AUTH DLA AT   (with **or** w/o DEPN) RATE FOR PAYGRADE _____ IAW JFTR U5600.
H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.
I. TVL ADV AUTH _$_____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.
J. AUTH $_____ ADVANCE PAY TO BE LIQUIDATED OVER ___ MOS **or** NOT REQUESTED.
K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ___ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5

PCS Orders (screen 4 of 5*)
 000-00-0000   SABM   DOE, JOHN
      Remarks: (Continued)
 4. TOTAL ADVANCES AUTH: $1025.25 _____
 E. DEPN INFO: KIMBERLY K. (WIFE, DOM 87OCT16) _____
     _____
     _____

Continued on next page

PCS Departing Event for Active Duty Members, Continued

PCS Departing Transaction, Continued

If the member is an AVIATOR or is currently drawing OUTCONUS COLA or OHA, then Screen 5 of 5* will appear (if this screen does not appear for a member who is an AVIATOR or is currently drawing OUTCONUS COLA or OHA, then the information that the system has on the member is incorrect and the System Administrator should contact the SDAII team to correct the problem. The following is what the screen should look like and a breakdown of the fields and the action to be taken on each field:

```
                       PCS Orders (screen 5 of 5*)
   000-00-0000                    SABM              DOE, JOHN
                              New Flight Status:     (Element Code 19)

                          Should ACIP be stopped?:  N   (Element Code 13)

Continue COLA up to 60 day;  Dependents Delayed Overseas?:  N   (Element Code 57)

  Continue OHA up to 60 day;  Dependents Delayed Overseas?:  N   (Element Code 56)
```

Field	Action
New Flight Status	This field is a mandatory field if member is an aviator (see Exhibit 2-A-1 in Chapter 2 of this manual for detailed information). Enter one of the following: · **DIFPRO** · **DIFDEN** · **DIFOPS** **Note:** The system should not allow you to enter information in this field if member is not an aviator). **This field creates Element Code 19 on the L68B**
Should ACIP be stopped	This field is defaulted to 'N'. If ACIP should be stopped on the Aviator then change this to 'Y' (if Aviator is not in a continuous ACIP status). **This field creates Element Code 13 on the L68B**
Continue COLA up to 60 days; Dependents Delayed Overseas	This field is set at 'N'. If member is transferred and all dependents are delayed, entitlement to COLA continues up to 60 days provided the member meets the requirements of reference (e). **This field creates Element Code 57 on the L68B**
Continue OHA up to 60 day; Dependents Delayed Overseas	This field is defaulted to 'N'. If member is transferred and all dependents are delayed, entitlement to OHA continues up to 60 days provided the member meets the requirements in reference (e). **This field creates Element Code 56 on the L68B**

PCS Departing Event for Active Duty Members, Continued

PCS Departing Transaction, Continued

Once you have completed the information in Screen 4 of 5* or Screen 5 of 5*, press the F6 key and the following screen will appear:

PCS Orders Print Menu

A. Print Screen
B. Print Transaction Log
C. Print the Form for this Transaction

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the PCS Departure transaction and want a printed copy of the Standard Travel Orders (CG-5131), press 'C'.

How PMIS/JUMPS is effected by the PCS Departing Transaction

A PCS Departing transaction accomplishes the following functions in PMIS/JUMPS:

- Establishes the member's new OPFAC for LES (and for paycheck delivery if the member's pay delivery is Option 1).
- Projects the member's Estimated Time Arrival (ETA) at the new station.
- Updates information on page 6 (Current Unit Information/Pending Unit Information) and page 7 (Prior Unit History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Closes down segment 52 of the pay file in JUMPS.
- Prepares the pay file (JUMPS) by automatically stopping some entitlements and automatically starting others.

PCS Departing Event for Active Duty Members, Continued

How PMIS/JUMPS is effected by the PCS Departing Transaction, Continued

The following pay entitlements will stop automatically (if the member is receiving the entitlement) on the effective date of departure, except interoffice transfers:

Note: The segment of the pay entitlement is also provided.

Pay Entitlement	Segment(s)
Basic Allowance for Subsistence (BAS), on enlisted members only	25
Career Sea Pay/Time	07
Career Sea Pay Premium	37
Crew Flight Pay, on enlisted personnel only	12
Diving Pay	10
Family Separation - Housing and Family Separation Allowance (FSA-S)	21, 22
Hardship Duty Pay-Location	08
Noncrew Flight Pay	13
Separate Rations, on enlisted members only	26
Special Subsistence (SPEC BAS), on enlisted personnel only	27

The following pay entitlements will stop automatically (if the member is receiving the entitlement) on the **day prior** to the effective date of departure, except interoffice transfers:

Note: The segment of the pay entitlement is also provided.

Pay Entitlement	Segment(s)
Basic Allowance for Housing Type II (BAH II), for member's without dependents who are in government owned/leased quarters, berthing on a ship or in BEQ/BOQ (this does not include members who are receiving BAH Diff)	16, 18, 19
OUTCONUS COLA and Partial COLA, for member's with and without dependents	29
Partial BAS	27
Responsibility Pay	09
Special Duty Assignment Pay	06

Continued on next page

PCS Departing Event for Active Duty Members, Continued

How PMIS/JUMPS is effected by the PCS Departing Transaction, Continued

Other Auto Stops/Start Conditions:

- Hostile Fire (Imminent Danger) pay (segment 05) will stop automatically on the last day of the month of the effective date of departure; e.g., if a member departs on 98Sep05, the entitlement will stop 98Sep30.
- Combat Tax Exclusion entitlement (segment's 64-68) will stop automatically on the last day of the month of the effective date of departure; e.g., if a member departs on 98Sep05, the entitlement will stop 98Sep30.
- Interoffice transfers **do not** automatically start and stop entitlements.

Note: PMIS/JUMPS will not make an automatic stop when a Personnel Action transaction dated prior to the PCS Departing transaction processes after the PCS Departing transaction. Example: Member reports back from TAD to his/her ship on 98DEC14 and departs PCS on 98DEC17. The TAD transaction (P620), effective date 98DEC14, processed on 99FEB11 and a Departing PCS transaction, effective date 98DEC17, processed on 99JAN04 in PMIS/JUMPS. A Stop Pay Entitlements (P625) must be prepared to stop Career Sea Pay on 98DEC17, or to stop BAS or SEPRATS that are restarted by the TAD transaction (P620), as applicable.

Corrections and Deletions to the PCS Departing Transaction

Corrections and deletions can be made to this transaction and are done in Transaction Review.

When completing a correction or deletion to the PCS Departing transaction, the following rules apply:

- Corrections to the PCS Departing transaction must process before the PCS Reporting transaction. If the PCS Reporting transaction has already processed , contact HRSIC (MAS) before submitting a correction to the PCS Departing transaction.

PCS Reporting Event for Active Duty Members, Continued

Fast Path ID and Data Entry, Continued

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press "GO" and screen 2 of 4* will appear.

```
              PCS Reporting Active Duty Transactions (Screen 2 of 4*)
          000-00-0000              SABM              DOE, JOHN
     Stat      Options          Transactions
     _____

                             Is member entitled to
              N                      Aviation Pay?
              N                      Diving Duty Pay?
              N                      Hardship Duty Pay-Location?
              N                      Hostile Fire (this month only) Pay?
              N                      Hostile Fire (until further orders) Pay?
              N                      Tax Exclusion (this month only)
              N                      Tax Exclusion (until further orders)?
              N                      Subsistence Pay?
              N                      COLA (Cost of Living Allowance)

     Note:  The following message will appear at the end of the screen:
     "COLA should be started most of the time.  To start COLA, Enter 'Y' for option
     COLA.  Enter data or press CANCEL to end."
```

Answer the prompts on screen 2 of 4* and press "GO" and screen 3 of 4* will appear.

```
              PCS Reporting Active Duty Transactions (Screen 3 of 4*)
          000-00-0000              SABM              DOE, JOHN
     Stat      Options          Transactions
     _____

                             Is member entitled to
              N             Career Sea Pay and Career Sea Pay Premium (if applicable)?
              N             Special Duty Assignment Pay?
              N             Responsibility Pay?
              N             Start a second BAH or VHA entitlement?
              N             Start/Verify VHA Offset?
              N             Change Rental Charge for Inadequate Govt Qtrs?
              N             Flight Deck Hazardous Duty Incentive Pay?
              N             Overseas Housing Allowance?
              N             Civilian/Supplemental Clothing Allowance?
              N             Family Separation Housing/Family Separation Allowance?
              N             High Pressure Chamber Hazardous Duty Incentive Pay?
```

PCS Reporting Event for Active Duty Members, Continued

Fast Path ID and Data Entry, Continued

Answer the prompts on screen 3 of 4* and press "GO**". Note: the next screen 4 of 4* will only appear if the Advance Pay transaction in screen 1 of 4* is answered "<u>online</u>" or "<u>offline</u>" for advance payments.**

PCS Reporting Active Duty Transactions (Screen 4 of 4*)		
000-00-0000	SABM	DOE, JOHN

Stat	Options	Transactions
_____		Online/Offline Advances
	<u>N</u>	Advance Pay?
	<u>N</u>	Advance Pay and Allowances?
	<u>N</u>	Advance BAH?
	<u>N</u>	Advance OHA?

Listed below are the transactions that can be selected in screens 1 through 4 of the PCS Reporting Event, if the transaction is required or optional, and when the transaction should be used. <u>Discussion on Data Entry for the PCS Reporting transaction screens 1 of 2* and 2 of 2* will be later in this section.</u>

Transaction	Option	Used For
Orders? (L68B)	Required	This transaction is required for this event and must be completed.
BAH, BAQ, VHA and/or Quarters status change? (P606)	Required	This transaction is required when a member reports PCS. **Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.**
Do pay entitlements need to be changed or started? (Multiple Transactions)	This is set at 'Y'	This transaction is used to start or change specific pay entitlements shown on screen 2 of 4* and 3 of 4* above.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a members dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data. Members reporting PCS should always have their Emergency Data updated. An exception to this would be a member who PCS'd in the same geographical locale.

Continued on next page

PCS Reporting Event for Active Duty Members, Continued

Fast Path ID and Data Entry, Continued

Transaction	Option	Used For
Elect/Decline Servicemembers' Group Life Insurance (SGLI)? (P809)	Optional	This transaction is used when the member is requesting to change their current SGLI selection.
Start/Stop participation in Dependent Dental Insurance? (P810)	Optional	This transaction is used when the member is requesting to Start or Stop the Family Member Dental Plan.
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment. **Note:** If a member has bonds, this transaction should always be used to update bond addresses.
Did member change tax mailing address? (L6EA)	This is set at 'Y'	This transaction is used to change the members mailing address.
Did member change state taxes? (L6EA)	Optional	This transaction is used if the members state tax information has changed.
Did member change federal taxes? (L6EA)	Optional	This transaction is used if the members federal tax information has changed.
Is member entitled to Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP or Aviation Crew/Noncrew Pay.
Is member entitled to Diving duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.

PCS Reporting Event for Active Duty Members, Continued

Fast Path
ID and Data
Entry,
Continued

Transaction	Option	Used For
Is member entitled to Hardship Duty Pay-Location? (P607)	Optional	This transaction is used if the member is entitled to Hardship Duty pay-Location.
Hostile Fire Pay? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
Hostile Fire Pay? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more months.
Subsistence Pay? (P607)	Optional	This transaction is used to start BAS, SEPRATS or Partial BAS at the members new unit (enlisted members only).
COLA? (Cost of Living Allowances) (P607)	Optional	This transaction is used to start OUTCONUS and INCONUS Cost of living allowance.
Career Sea Pay and Career Sea Pay Premium? (if applicable) (P607)	Optional	This transaction is used to start Sea Pay and/or Sea Pay Premium.
Special Duty Assignment Pay? (P607)	Optional	This transaction is used to start Special Duty Assignment Pay (SDAP).

PCS Reporting Event for Active Duty Members, Continued

PCS Reporting Transaction, Continued

Field	Action
Effective Arrival Date	Enter the date the member arrived PCS.
Time	If submitting the PCS reporting transaction <u>for the first time</u> on a member, enter 1900. **Note:** If the original PCS reporting transaction was deleted in Transaction Review, and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 1901 to 2400.

If	Then
Member reports prior to 0900 and leave only was involved for the delay	Time entered is 0530. This allows the PERSRU to submit a subsistence transaction on the member for that day because member would be entitled to subsistence for what the new unit draws and no leave would be charged on the member for that day because member reported prior to 0900.
Member reports to unit after 0900 and leave only was involved for the delay	Time entered should be 1900.

Field	Action
Type Entry	This field can not be updated.
Duty Type Code	Enter one of the following duty type codes: **1 PERMDU**: this code is used if member is reporting for permanent duty. **2 TEMDU**: This code is used if member is reporting for temporary duty.
Dist	Enter the two digit district number.
Opfac	Enter the five digit OPFAC number.
Nature of Duty Code	Enter one of the following nature of duty codes: **1 Duty:** If the member is reporting to perform general duties (routine permanent change of station). **2 Instruction:** If the member is reporting for training. **3 Inpatient:** If member is reporting for inpatient hospitalization. **4 Discipline/Confinement:** This code should not be used in this event (if a member is reporting for disciplinary purposes or for confinement purposes the 'Begin Confinement' event should be used). **5 Further Assignment:** If reporting for temporary duty (TEMDU) for other than instruction purposes. **6 Separation:** This code should not be used in the PCS reporting event. **B HAOS:** This code indicates that the member has been ordered home in an awaiting orders status (HAOS) to await the results of a physical evaluation board or court martial. **Note:** The effective date of reporting shall be the date the member reports home and the duty status code should be '2' for TEMDU.

Continued on next page

PCS Reporting Event for Active Duty Members, Continued

PCS Reporting Transaction, Continued

Field	Action
Nature of Duty Code, Continued	**C Unauthorized Absence:** This code indicates a member is currently in an unauthorized absence or deserter status, and is being administratively transferred. **Note:** Do not use this code when a member fails to report in compliance with orders. In this case, use the nature of duty code that would have been used had the member reported in accordance with orders, and submit a 'Begin Unauthorized Absence' transaction or a 'Declare a Member a Deserter' transaction.
Cost Center Code	Leave this field blank.
Interoffice Transfer	This field is automatically defaulted at 'N' for NO and should be left at 'N' if member is transferring from one unit to another. **Note:** If a member's permanent unit, district and OPFAC remain the same, and the cost center code is changing then this field should be changed to 'Y' for YES.
Date Departed	Enter the date the member departed PCS.
Authorized Delay	Enter the total number of days delay the member was authorized and took enroute PCS.
TT	If member was authorized travel time, enter the number of days the member used.
PT	If member was authorized proceed time, enter the number of days the member used.
AI	If member was authorized leave INCONUS, enter the number of days used.
AO	If member was authorized leave OUTCONUS, enter the number of days used.
CA	If member is authorized compensatory absence, enter the number of days used.
NA	If member is authorized non-chargeable absence, enter the number of days used.
DA	Enter 01 in the number of days if the member crossed the international date line. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal "authorized delay" total. If crossing was East to West, Add all delay entries other than DA, then subtract 01. The balance must equal "authorized delay" total.

After you have entered all of the above information Press "GO" or F1.

Continued on next page

PCS Reporting Event for Active Duty Members, Continued

PCS Reporting Transaction, Continued

If the member is an AVIATOR or is currently drawing OUTCONUS COLA or OHA, then Screen 2 of 2* will appear (if this screen does not appear for a member who is an AVIATOR or is currently drawing OUTCONUS COLA or OHA, then the information that the system has on the member is incorrect, and the System Administrator should contact the SDAII team at HRSIC to correct the problem).

The following is what the screen should look like and a breakdown of the fields and their descriptions:

PCS Reporting Orders (screen 2 of 2*)		
000-00-0000	SABM	DOE, JOHN
New Flight Status: _____	**(Element Code 19)**	
Should ACIP be stopped?: N	**(Element Code 13)**	
Continue COLA; PCS in Geographical Local?: N	**(Element Code 59)**	
Continue OHA; PCS in Geographical Local?: N	**(Element Code 58)**	

New Flight Status	This field is a mandatory field if member is an aviator (see Exhibit 2-A-1 for detailed information). Enter one of the following: · **DIFPRO** · **DIFDEN** · **DIFOPS** **Note:** The system should not allow you to enter information in this field if member is not an aviator. **This field creates Element Code 19 on the L68B**
Should ACIP be stopped	This field defaults to 'N'. If ACIP should be stopped on the Aviator then change this to 'Y' (if Aviator is not in a continuous ACIP status). **This field creates Element Code 13 on the L68B**
Continue COLA	This field is set at 'N'. If member is administratively transferred within the same geographical local, entitlement to COLA continues provided the member meets the requirements of reference (e). **This field creates Element Code 59 on the L68B**
Continue OHA	This field is set at 'N'. If member is administratively transferred within the same geographical local, entitlement to OHA continues provided the member meets the requirements in reference (e). **This field creates Element Code 58 on the L68B**

PCS Reporting Event for Active Duty Members, Continued

PCS Reporting Transaction, Continued

Once you have completed the information in Screen 1 of 2* or Screen 2 of 2*, press the F6 key and the following screen will appear:

PCS Orders Print Menu
A. Print Screen
B. Print Transaction Log

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.

How PMIS/JUMPS is effected by the PCS Reporting Transaction

A PCS Reporting transaction accomplishes the following in PMIS/JUMPS:

- Provides the basis for leave accounting during PCS.
- Updates information on page 6 (Current Unit Information/Pending Unit Information), and page 7 (Prior Unit History) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Opens a segment 52 for the new duty station
- Prepares the pay file by opening and closing pay entitlement segments by auto stops and discretionary use of variable data elements.

The PCS reporting transaction, upon successful processing, will automatically **stop** the following:

- BAH with dependents and BAH without dependents (for E-4 over 4 years service) will stop automatically when the PERMDU PCS reporting event processes in PMIS/JUMPS. The effective date of stoppage is the day prior to the day member reporting PCS.

Note: If member did not receive BAH Without (if eligible) while enroute PCS, then a BAH, BAQ, VHA and/or Quarters (P606) transaction should have been done when the member departed prior unit.

- INCONUS COLA with/without dependents (at a member's previous duty station ZIP code) will stop automatically when the PERMDU PCS reporting event processes in PMIS/JUMPS. The effective date of stoppage is the day prior to the member entering a travel status.

Continued on next page

PCS Reporting Event for Active Duty Members, Continued

How PMIS/JUMPS is effected by the PCS Reporting Transaction, Continued

- FSA-R and FSA-T will stop automatically when the PERMDU PCS reporting event processes in PMIS/JUMPS. The effective date of stoppage is the day prior to reporting less leave, compensatory absence, and/or proceed time authorized and used.

- BAH Diff (BAH code P, Q, or R) will stop automatically when a PCS reporting event processes in PMIS/JUMPS. The effective date of stoppage is the day prior to reporting.

The PCS reporting transaction, upon successful processing, will automatically **start** the following:

- SEPRATS (T) accrues to a member from the effective date of his/her PCS departing event from their previous duty site to the effective date of his/her PCS reporting event at their new duty site. PMIS/JUMPS will pay SEPRATS (T) when this event successfully processes in PMIS/JUMPS.

  Note: It is important that a member's PCS departing transaction has processed in PMIS/JUMPS in order for SEPRATS (T) to be paid correctly.

VERY IMPORTANT: Prior to submitting the PCS reporting event, the following PMIS/JUMPS transactions and data files will need to be researched to determine whether a member's automated pay file is ready to accept the PCS reporting event:

- Check Recents in PMIS/JUMPS Online Inquiry to ensure the PCS Departing transaction has been submitted and successfully processed (unless both the Departing and Reporting PCS transactions are being submitted together).
- Check the OPFAC on the PCS departing transaction to ensure the member is reporting to the correct unit.
- Ensure the effective date and time on the PCS Reporting transaction is not prior to the PCS Departing transaction.
- Review Recents, BAH and BAQ Segments, and the members PDR to ensure Government quarters occupancy termination (prior unit) have been submitted.

If Research indicates a problem, coordinate with the members prior PERSRU and/or HRSIC (MAS) prior to submission of the PCS Reporting transaction.

PCS Reporting Event for Active Duty Members, Continued

Corrections and Deletions to the PCS Reporting Transaction

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Additional Transaction Information

In this event there are several transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
BAH, BAQ, VHA and/or Quarters Status Change (P606)	• The effective date of this transaction should be the same date the member reported PCS. The system will not allow the user to enter a date prior to date of reporting, but will allow a date after. • The effective time of this transaction should be the same time the member reported PCS. The system will allow a time after, but not any time before. **Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.**

PCS Reporting Event for Active Duty Members, Continued

Additional
Transaction
Information,
Continued

Transaction	Need to Know Information
Do Pay Entitlements Need to be Changed or Started?	**Hardship Duty Pay-Location:** • Hardship Duty Pay-Location and Career Sea Pay may not be paid concurrently. • If member is departing and reporting the same day and was drawing Career Sea Pay at prior PDS, then the Hardship Duty Pay - Location should not be started until the day after member reports to new PDS. • If member is a non-rate, then Hardship Duty Pay - Location can be paid while member is receiving Career Sea Time. **Subsistence Pay**: • The system will only allow the user to enter an effective date that is equal to or greater than the date the member reported to new PDS. • The system will also only allow the user to enter an effective time that is equal to or greater than the effective time the member reported to new PDS (unless the effective date of this transaction is greater than the reporting date). • Regular BAS and Separate Rations should never be started on an enlisted member when ration in kind is furnished by the government without charge to the member (i.e., member being assigned to a cutter). If enlisted member is drawing RIK, then Partial BAS must be started. **Note:** This transaction is for enlisted members only.

Continued on next page

PCS Reporting Event for Active Duty Members, Continued

Additional Transaction Information, Continued

Transaction	Need to Know Information
Do Pay Entitlements need to be Changed or Started, Continued	**Cost of Living Allowance (COLA):** • If member is assigned to a unit INCONUS, then this transaction should be done (there are provisions in the JFTR when a member is not entitled to CONUS COLA, and if member is not entitled then this transaction should not be done). **Note:** In alot of cases, the area the member is residing does not draw CONUS COLA, but in the future this area could become an area that draws CONUS COLA. Therefore the entitlement should still be started. **Career Sea Pay and Career Sea Pay Premium:** • Career Sea Pay and Hardship Duty pay-Location may not be paid concurrently. • If member is departing and reporting the same day and was drawing Career Sea Pay at prior PDS and is entitled to Career Sea Pay at new PDS, then the Career Sea Pay transaction should not be started until the day after member reports to new PDS. • If a member is drawing Hardship Duty Pay – Location and departs and reports on the same day to a unit where the member qualifies for Career Sea Pay, then a stop Hardship Duty Pay - Location transaction (P625) will have to be submitted with an effective date the day prior to departure. • Do not start Career Sea Pay Premium on members E-5 through E-9 who have more than 5 years cumulative sea duty. • As a reminder, if the member was drawing sea time at prior permanent duty station and went PCS/TEMDU to a school (i.e., Class A or Class C school), this time in school is considered neutral time and the prior sea time the member had at prior permanent duty station counts toward the time considered for Career Sea Pay Premium.

PCS Reporting Event for Regular Reserve Members, Continued

PCS Reporting Transaction, Continued

Field	Action

Duty Type Code	Enter one of the following duty type codes:
	   1 PERMDU: this code is used if member is reporting for permanent duty.
	   2 TEMDU: This code is used if member is reporting for temporary duty.

Dist	Enter the two digit district number.
Opfac	Enter the five digit OPFAC number.
Nature Of Duty	This field is not updateable and is set at **"P"**.
Cost Center Code	This field should be left blank.
Interoffice Transfer	This field is not updateable and is set at **"N"**.
Date Departed	Enter the date the member departed PCS.
Authorized Delay	This field is not updateable and is set at **"0000"**.
TT	This field is not updateable.
PT	This field is not updateable.
AI	This field is not updateable.
AO	This field is not updateable.
CA	This field is not updateable..
NA	This field is not updateable.
DA	This field is not updateable.

Once you have completed the information in Screen 1 of 2*, press the F6 key and the following screen will appear.

PCS Orders Print Menu
A. Print Screen B. Print Transaction Log

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.

Continued on next page

PCS Reporting Event for Regular Reserve Members, Continued

How PMIS/JUMPS is effected by the PCS Reporting Transaction

A PCS Reporting transaction accomplishes the following in PMIS/JUMPS:

- Updates information on page 6 (Current Unit Information/Pending Unit Information), page 7 (Prior Unit History) and page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Opens a segment 52 for the new duty station.

VERY IMPORTANT: Prior to submitting the PCS reporting event, the following PMIS/JUMPS transactions and data files will need to be researched to determine whether a member's automated pay file is ready to accept the PCS reporting event:

- Check Recents in PMIS/JUMPS Online Inquiry to ensure the PCS Departing transaction has been submitted and successfully processed (unless both the Departing and Reporting PCS transactions are being submitted together).
- Check the OPFAC on the PCS departing transaction to ensure the member is reporting to the correct unit.
- Ensure the effective date and time on the PCS Reporting transaction is not prior to the PCS Departing transaction.

If Research indicates a problem, coordinate with the members prior PERSRU and/or HRSIC (MAS) prior to submission of the PCS Reporting transaction

Corrections and Deletions to the PCS Reporting Transaction

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

Additional Transaction Information

In this event there are several transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
New Payment Option (L6GB)	• A reserve member is not allowed to have check to unit, therefore check to unit is not allowed in this transaction.

Continued on next page

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

Fast Path ID and Data Entry, Continued

The following screen should appear.

PCS Reporting Active Duty Transactions (Screen 1 of 4*)		
000-00-0000	QM3	DOE, ROGER
Stat	**Options**	**Transactions**
I	Required	Orders
I	Required	BAH, BAQ, VHA, and/or Quarters status change?
	<u>Y</u>	Do pay entitlements need to be changed or started?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers' Group Life Insurance?
	<u>N</u>	Start/Stop participation in Dependent Dental Insurance?
	<u>N</u>	New Payment Option?
	_____	Advance Payments?
	<u>N</u>	Change a bond/allotment address?
I	<u>Y</u>	Did member change tax mailing address?
	<u>N</u>	Did member change state taxes?
	<u>N</u>	Did member change federal taxes?

Note: The following message will appear at the end of the screen: **"As a reminder, options 3 & 10 have been set to 'Y'. COLA is usually started and Tax Mailing Address is normally changed. Enter data or press CANCEL to end."**

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press "GO" and screen 2 of 4* will appear.

PCS Reporting Active Duty Transactions (Screen 2 of 4*)		
000-00-0000	QM3	DOE, ROGER
Stat	**Options**	**Transactions**
		Is member entitled to
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire (this month only) Pay?
	<u>N</u>	Hostile Fire (until further orders) Pay?
	<u>N</u>	Tax Exclusion (this month only)
	<u>N</u>	Tax Exclusion (until further orders)?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowance)

Note: The following message will appear at the end of the screen: **"COLA should be started most of the time. To start COLA, Enter 'Y' for option COLA. Enter data or press CANCEL to end."**

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

Fast Path ID and Data Entry, Continued

Answer the prompts on screen 2 of 4* and press "GO" and screen 3 of 4* will appear.

PCS Reporting Active Duty Transactions (Screen 3 of 4*)		
000-00-0000	QM3	DOE, ROGER
Stat	Options	Transactions

		Is member entitled to
	N	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	N	Special Duty Assignment Pay?
	N	Responsibility Pay?
	N	Start a second BAH or VHA entitlement?
	N	Start/Verify VHA Offset?
	N	Change Rental Charge for Inadequate Govt Qtrs?
	N	Flight Deck Hazardous Duty Incentive Pay?
	N	Overseas Housing Allowance?
	N	Civilian/Supplemental Clothing Allowance?
	N	Family Separation Housing/Family Separation Allowance?
	N	High Pressure Chamber Hazardous Duty Incentive Pay?

Answer the prompts on screen 3 of 4* and press "GO**". Note: The next screen 4 of 4* will only appear if the Advance Pay transaction in screen 1 of 4* is answered "online" or "offline" for advance payments.**

PCS Reporting Active Duty Transactions (Screen 4 of 4*)		
000-00-0000	QM3	DOE, ROGER
Stat	Options	Transactions
		Online/Offline Advances

	N	Advance Pay?
	N	Advance Pay and Allowances?
	N	Advance BAH?
	N	Advance OHA?

Listed on the next page are the transactions that can be selected in screens 1 through 4 of the PCS Reporting Event, if the transaction is required or optional, and when the transaction should be used. <u>Discussion on Data Entry for the PCS Reporting transaction screens 1 of 2* and 2 of 2* will be later in this section.</u>

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

Fast Path ID and Data Entry, Continued

Transaction	Option	Used For
Orders? (L68B)	Required	This transaction is required for this event and must be completed.
BAH, BAQ, VHA and/or Quarters Status change? (P606)	Required	This transaction is required when a member reports PCS. **Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.**
Do pay entitlements need to be changed or started? (Multiple Transactions)	This is set at 'Y'	This transaction is used to start specific pay entitlements shown on screen 2 of 4* and 3 of 4* above.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a members dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data. Members reporting PCS should always have their Emergency Data updated. An exception to this would be a member who PCS'd in the same geographical locale.
Elect/Decline Servicemembers' Group Life Insurance (SGLI)? (P809)	Optional	This transaction is used when the member is requesting to change their current SGLI selection.
Start/Stop participation in Dependent Dental Insurance? (P810)	Optional	This transaction is used when the member is requesting to Start or Stop the Family Member Dental Plan.
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment.
Did member change tax mailing address? (L6EA)	This set at 'Y'	This transaction is used to change the members mailing address.

Continued on next page

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

Fast Path ID and Data Entry, Continued	Did member change state taxes? (L6EA)	Optional	This transaction is used if the members state tax information has changed.
	Did member change federal taxes? (L6EA)	Optional	This transaction is used if the members federal tax information has changed.
	Is member entitled to Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP or Aviation Crew/Noncrew Pay.
	Is member entitled to Diving duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.
	Is member entitled to Hardship Duty Pay-Location-Pay? (P607)	Optional	This transaction is used if the member is entitled to Hardship Duty Pay - Location.
	Hostile Fire Pay? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
	Hostile Fire Pay? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
	Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
	Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more months.
	Subsistence Pay? (P607)	Optional	This transaction is used to start BAS, SEPRATS, or /Partial BAS at the members new unit (enlisted members only).
	COLA? (Cost of Living Allowances) (P607)	Optional	This transaction is used to start OUTCONUS and INCONUS Cost of living allowance.

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

PCS Reporting Transaction, Continued

Field	Action
Effective Arrival Date	Enter the date the member arrived PCS. **Note:** Normally this date should be the same as the date the member departed PCS to come on extended active duty for greater than 139 days.
Time	Enter the time the member arrived PCS. **Note:** This time should be 5 minutes after the effective time the member departed PCS (i.e., if member departed at 0500 then 0505 should be entered in this field).
Type Entry	This field can not be updated.

Duty Type Code	Enter one of the following duty type codes:
	  1 PERMDU: this code is used if member is reporting for permanent duty.
	  2 TEMDU: This code is used if member is reporting for temporary duty.

Dist	Enter the two digit district number.
Opfac	Enter the five digit OPFAC number.
Nature of Duty Code	Enter "R" for this field. No other Nature of Duty code is authorized.
Cost Center Code	Leave this field blank.
Interoffice Transfer	This field should not be updated for this type of event.
Date Departed	Enter the date the member departed PCS.
Authorized Delay	Normally there is no delay involved for this type of event. If there should be delay involved then enter the total number of days.
TT	If member was authorized travel time, enter the number of days the member used.
PT	If member was authorized proceed time, enter the number of days the member used.
AI	If member was authorized leave INCONUS, enter the number of days used.
AO	If member was authorized leave OUTCONUS, enter the number of days used.
CA	This field should not be used for this event.
NA	If member is authorized non-chargeable absence, enter the number of days used.
DA	This field should not be used for this event.

After you have entered all of the above information Press "GO" or "F1".

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

PCS Reporting Transaction, Continued

If member is an aviator then the following screen (PCS Reporting Orders (Screen 2 of 2*) will appear:

Note: Normally this screen will not appear for this type of event.

PCS Reporting Orders (screen 2 of 2*)
000-00-0000　　　　　QM3　　　　　DOE, ROGER
New Flight Status: _____　　**(Element Code 19)**
Should ACIP be stopped?:　N　　**(Element Code 13)**
Continue COLA; PCS in Geographical Local?:　N　　**(Element Code 59)**
Continue OHA; PCS in Geographical Local?:　N　　**(Element Code 58)**

New Flight Status	This field is a mandatory field if member is an aviator (see Exhibit 2-A-1 of chapter 2 of this manual for detailed information). Enter one of the following: 　　・　**DIFPRO** 　　・　**DIFDEN** 　　・　**DIFOPS** **Note:** The system should not allow you to enter information in this field if member is not an aviator). **This field creates Element Code 19 on the L68B**
Should ACIP be stopped	This field should not be entered for this event.
Continue COLA	This field is set at 'N'. If member is administratively transferred within the same geographical local, entitlement to COLA continues provided the member meets the requirements of reference (e). **This field creates Element Code 59 on the L68B**
Continue OHA	This field is set at 'N'. If member is administratively transferred within the same geographical local, entitlement to OHA continues provided the member meets the requirements in reference (e). **This field creates Element Code 58 on the L68B**

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

PCS Reporting Transaction, Continued

Once you have completed the information in Screen 1 of 2* and/or Screen 2 of 2*, press the F6 key and the following screen will appear:

> PCS Orders Print Menu
> A. Print Screen
> B. Print Transaction Log

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.

How PMIS/JUMPS is effected by the PCS Reporting Transaction

A PCS Reporting transaction accomplishes the following in PMIS/JUMPS:

- Updates information on page 5 (Contract & Service Information), page 6 (Current Unit Information/Pending Unit Information), page 7 (Prior Unit History) and page 12 (Reserve Unique Information) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Opens a segment 52 for the new duty station.
- Prepares the pay file by opening pay entitlement segments.

VERY IMPORTANT: Prior to submitting the PCS reporting event, the following PMIS/JUMPS transactions and data files will need to be researched to determine whether a member's automated pay file is ready to accept the PCS reporting event:

- Check Recents in PMIS/JUMPS Online Inquiry to ensure the PCS Departing transaction has been submitted and successfully processed (unless both the Departing and Reporting PCS transactions are being submitted together).
- Check the OPFAC on the PCS departing transaction to ensure the member is reporting to the correct unit.
- Ensure the effective date and time on the PCS Reporting transaction is not prior to the PCS Departing transaction.

If Research indicates a problem, coordinate with the members prior PERSRU and/or HRSIC (MAS) prior to submission of the PCS Reporting transaction.

PCS Reporting Event for Regular Reserve Members coming on Extended Active Duty Greater than 139 Days, Continued

Corrections and Deletions to the PCS Reporting Transaction

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Additional Transaction Information

In this event there are several transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
BAH, BAQ, VHA and/or Quarters Status Change (P606)	• The effective date of this transaction should be the same date the member reported PCS. The system will not allow the user to enter a date prior to date of reporting, but will allow a date after. • The effective time of this transaction should be the same time the member reported PCS. The system will allow a time after, but not any time before. **Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.**

Continued on next page

Admin Change of Servicing PERSRU for a Unit (D100)

Purpose
The Admin Change of Servicing PERSRU for a Unit transaction shifts responsibility for Personnel Data Record (PDR) maintenance on all members assigned to a unit from one PERSRU to another.

Transaction Built in SDA II
Admin Change of Servicing PERSRU for a Unit

PMIS Transaction
A D100 is built for all members assigned to the unit.

Policies and Procedures
The following steps must take place in chronological order for this transaction to work properly:

Step	Description
1	Approval to change the servicing PERSRU for a unit must be received by MPC.
2	Once approved by MPC, an E-mail must be sent from the old servicing PERSRU to UNITFILE/HRSIC04 (copy to new servicing PERSRU and MAS/HRSIC) requesting that the unit file be changed to show the new servicing PERSRU for the unit. At a minimum the E-mail must contain the following (other information believed to be necessary may be added to the E-mail): • Cite the authority to make the change • Date the change will take place • Permanent district/OPFAC of the unit • Who the current servicing PERSRU is • Who the new servicing PERSRU will be • Point of contact (E-mail and phone number) for both the old and new servicing PERSRUs **Note:** HRSIC should be notified at least 3 weeks prior to requested change.
3	HRSIC will update the unit file with the new change.
4	The requesting PERSRU will be notified by HRSIC, via E-mail, that the unit file has been changed.
5	Once the unit file has been changed and the change has been loaded into SDA II (this is the normal update that is run after an update to PMIS/JUMPS), the 'Admin Change of Servicing PERSRU for a Unit' transaction will be completed by the old servicing PERSRU.
6	When the transaction is transmitted, it will create a D100 on each member assigned to the unit to go to HRSIC to update PMIS/JUMPS to show the new servicing PERSRU. It will also build a XIM file that has all the PERSRU to PERSRU records for that unit (depending on the size of the unit, it could build more than one XIM file).

Admin Change of Servicing PERSRU for a Unit (D100),
Continued

Fast Path ID and Data Entry

Enter "D100Unit" for Fast Path ID or press "AAD" from the Main Menu Screen in SDA II. Press <GO> or F1.

Note: Only users that have review and approval authority are allowed to create this transaction.

The following screen should display:

```
Admin Change of Servicing PERSRU For a Unit (Screen 1 of 2*)

Effective Date:  11/07/1997

Permanent Unit's District:  53     OPFAC:  47400   (Element Code 46)
HRSIC

New Reporting Unit's District/OPFAC/RU:  53   47400   02
                                              (Element Code 47)
```

The following is a breakdown of the fields on Screen 1 of 2* and action to be taken on each field:

Field	Action
Effective Date	Enter the date the transaction is being prepared.
Permanent Unit's District	Enter the two digit district number of the permanent unit. **This creates element code 46 on the D100.**
OPFAC	Enter the five digit OPFAC number of permanent unit. **This creates element code 46 on the D100.**
New Reporting Unit's District/OPFAC/RU	This field is not updateable and after the Permanent Unit District and OPFAC fields above have been entered the system will automatically display the District, OPFAC, and RU of the unit's new servicing PERSRU. **VERY IMPORTANT:** If the new servicing PERSRU's District, OPFAC, and RU are incorrect, or it shows the old servicing PERSRU, then your system has not been updated with the new unit file and this will have to be done prior to completion of this transaction. **This creates element code 48 on the D100.**

Temporary Additional Duty (TAD), Continued

Fast Path ID and Data Entry, Continued

Transaction	Option	Used For
Change BAS or Career Sea Pay due to TAD (P620)	Optional	This transaction is used to report TAD or permissive travel which results in changes in Subsistence Entitlement (Partial BAS) and/or Career Sea Pay Entitlements.
Family Separation Allowance (L6BB)	Optional	This transaction is used when a member is entitled to FSA-T upon completion of TAD.
Leave Authorization (L63B)	Optional	This transaction is not allowed in this event and is not accessible.
Enlistment Remaining: Need More Obligated Time? (L62B or P154/P159)	Optional	This transaction is used when the member is required to obligate more service due to completion of school.

Once you have prompted the system the transactions you want to create in the Temporary Additional Duty Event, press <GO>. You are now ready to create the following transactions (if selected):

Orders Transaction

This transaction is normally not completed by the PERSRU. Temporary Additional Duty Orders are normally completed by the field unit. Due to the infrequency of this transaction being used, this transaction will not be talked about in this manual.

Completed School/Earned Qualification Code Transaction

This transaction is used if a member completed a school upon completion of TAD. This transaction produces the following PMIS/JUMPS transactions:

- A P341
- A P555 (if a change in rating without advancement or adding a designator without advancement has occurred).

Continued on next page

Temporary Additional Duty (TAD), Continued

**Completed
School/Earned
Qualification
Code Transaction,
Continued**

If this transaction was selected, the following screen will appear (a breakdown of the fields and their descriptions follow the displayed screen):

```
                        School Completion (screen 1 of 1)
   000-00-0000                              SABM           DOE, JOHN
  Effective Date:  10/21/1997              Effective Time:  0001

School Completed:  ____     Course Title:                 (Element Code 80)
 Completion Date: 10/21/1997                               (Element Code 81)

         New Rating/Designator Due to Advancement: ___     (Element Code 82)
   Change in Rating/Designator Without Advancement: ___     (See Note)

   Note:  If this field is entered, a P555 will be created with element code 34 if
   member is changing rates or element code 45 if assigning a designator.

   Delete Qualification Code:  __                          (Element Code 85)

    New Qualification Code:  __                            (Element Code 86)
     New Qualification Date:  __/__/____                   (Element Code 86)
```

Field	Action
Effective Date	This is the effective date the member completed school or if member is being advanced, then the effective date should be the date the member is being advanced. **This field will create element code 84 (P341) if member is _advanced_ because of new rating or designator.**
Effective Time	Enter the effective time.
School Completed	Enter the six (6) digit school code the member completed. Press F2 for a list of valid school codes. **This field creates element code 80 (P341).**
Course Title	This field is not updateable and is prefilled when the user updates the 'School Completed' field. It is a description of the school the member completed. **Note:** There may be school codes in the system that do not have a Course Title.

Continued on next page

Temporary Additional Duty (TAD), Continued

Completed
School/Earned
Qualification
Code
Transaction,
Continued

Field	Action
Completion Date	Enter the date the member completed school. **This field creates element code 81 (P341).**
New Rating/ Designator Due to Advancement	Enter the new rating the member is being advanced to if member is being advanced (i.e., enter YN3 if member is being advanced from SN). **OR** If member is being advanced and is adding a designator then enter the new rate with designator (enter SNBM if member is being advanced from SA). **Note:** If member is a FA and is being advanced to SNBM, then a Change in Rate transaction will have to be done the day prior to change member from a FA to SA. This should be done for all members who are advanced and are not in the correct path of advancement. **OR** Leave blank if not applicable. **This field creates element code 82 (P341).**
Change in Rating/ Designator Without Advancement	Enter the new rating the member is changing rates to (i.e., enter BM3 if member is changing rates from YN3 to BM3). **This field creates element code 34 (P555).** **OR** If member is adding a designator without advancement then enter the new designator (enter SNBM if member is currently a SN and is being added a 'BM' designator) **This field creates element code 45 (P555).** **OR** Leave blank if not applicable.
Delete Qualification Code	If a qualification code needs to be deleted then enter the qualification code that needs to be deleted. **This field creates element code 85 (P341).**
New Qualification Code	If member completed a school and a qualification code needs to be entered, then enter the new qualification code in this field. **This field creates element code 86 (P341).**
New Qualification Date	If a new qualification code is being entered then enter the date the member acquired this qualification code. **This field creates element code 86 (P341).**

Temporary Additional Duty (TAD), Continued

Change BAS or Career Sea Pay Due to TAD Transaction

This transaction is used to report TAD or permissive travel for members receiving Rations-in-Kind and changes to Career Sea Pay Entitlements.

This transaction produces a P620 in PMIS/JUMPS.

Note (1): This transaction should not be used if a member is drawing BAS or SEPRATS at current unit and then goes TAD because the member has continuous BAS or SEPRATS entitlement as of 1 January 1998.

Note (2): When leave is utilized in conjunction with TAD orders, do not construct an effective departing/reporting date. PMIS/JUMPS will automatically deduct SEPRATS-T in cases where leave is involved.

If this transaction was selected, the following screen will appear (a breakdown of the fields and action to be taken on each field, follow the displayed screen):

Note: This transaction should only be used to change subsistence entitlement if members are receiving partial BAS at their PERMDU unit.

Change BAS or Sea Duty Entitlements due to TAD (screen 1 of 3*)			
000-00-0000		SABM	DOE, JOHN
Effective Date: 11/01/1998	Effective Time: 0001	Entry Type:	
TAD Departing Only?: N			
TAD Reporting Only? N			
Messing Status of PERMDU Unit:	B	Rations in Kind	**(Element Code 06)**
Messing Status of TAD Unit:	A	Essential Messing	**(Element Code 01)**

Field	Action
Effective Date	Enter the date the member departed for TAD from permanent unit. **OR** If only reporting member back from TAD, then this date will be the date the member departed TAD unit.
Effective Time	The effective time is defaulted at '0001'. In most cases, this time should remain at '0001'.
Entry Type	This field is not updateable.
TAD Departing Only?	This field is set at 'N' for NO. If member is departing for TAD only, then this should be changed to 'Y' for YES.
TAD Reporting Only?	This field is set at 'N' for NO. If a Change BAS or Sea Duty Entitlement Due to TAD (P620) has already been completed and processed in PMIS/JUMPS on the member when he departed TAD and the member needs to be reported back, then this field should be changed to 'Y' for YES.

Temporary Additional Duty (TAD), Continued

Change BAS or Career Sea Pay Due to TAD Transaction, Continued

Field	Action
Messing Status of PERMDU Unit	If member is an officer, this field is set at 'B' and is not updateable. If member is enlisted, enter "B" for Rations in Kind or "D" if going back to back TAD or departing PCS following TAD. **This field creates element code 06 .**
Messing Status of TAD unit	If member is an officer this field is set at 'C' and is not updateable. If member is enlisted, enter the messing status of the member's permanent unit. One of the following codes should be used: **A** <u>Essential Messing Unit</u>: Ration in Kind is required **B** <u>Non-essential Messing Unit</u>: Ration in Kind is not required and the member may be authorized to receive SEPRATS(T). **Very Important**: If this transaction is being created on a member who was at a prior unit when TAD was performed, then you should be using the code that describes what subsistence the member was receiving at prior unit. **This field creates element code 01.**

Once you have entered the information in Screen 1 of 3*, press <GO> or F1. For enlisted members, Screen 2 of 3* will appear. For officers, Screen 2 of 3* will be skipped. Screen 2 of 3* should look as follows:

```
        Change BAS or Sea Duty Entitlements due to TAD (screen 2 of 3*)
        000-00-0000                        SABM              DOE, JOHN


            PERMDU Depart Date:     11/01/1998      (Element Code 02)
            PERMDU Depart Time:


                TAD Report Date:    11/01/1998      (Element Code 03)
                TAD Report Time:


                TAD Depart Date:    12/03/1998      (Element Code 04)
                TAD Depart Time:


            PERMDU Report Date:     12/03/1998      (Element Code 05)
            PERMDU Report Time:
```

Continued on next page

Temporary Additional Duty (TAD), Continued

**Change BAS or
Career Sea Pay
Due to TAD,
Continued**

The following is a breakdown of the fields on Screen 2 of 3* and action to be taken on each field:

Field	Action
PERMDU Depart Date	Enter the date the member departed for TAD from permanent unit. This date must be equal to or later than effective date of transaction. **Note:** This field is only accessible if the member is receiving Ration in Kind at permanent unit. This note only applies if you are departing the member TAD only or departing the member TAD and reporting member back from TAD all at once. This note does not apply if you are reporting the member back from TAD only. **This field creates element code 02.**
PERMDU Depart Time	This field is no longer updateable, unless the effective date of transaction is prior to 24 October 1997. If prior to this date, then enter the time the member departed permanent unit. **This field creates element code 02.**
TAD Report Date	Enter the date the member reported TAD. This date must be equal to or later than effective date of transaction and date member departed permanent unit. **Note:** This field is only accessible if the member is receiving Ration in Kind at permanent unit and TAD unit is an essential messing unit. This note only applies if you are departing the member TAD only or departing the member TAD and reporting member back from TAD all at once. This note does not apply if you are reporting the member back from TAD only. **This field creates element code 03.**

Temporary Additional Duty (TAD), Continued

Change BAS or Career Sea Pay Due to TAD Transaction, Continued

Field	Action
TAD Report Time	This field is no longer updateable, unless the effective date of transaction is prior to 24 October 1997. If prior to this date, then enter the time the member reported to TAD unit. **This field creates element code 03.**
TAD Depart Date	Enter the date the member departed from TAD unit. **Note:** This field is only accessible if the member is receiving Rations in Kind at permanent unit and TAD unit is an essential messing unit. This note only applies if you are reporting the member back from TAD only or departing the member TAD and reporting member back from TAD all at once. This note does not apply if you are departing the member to the TAD unit only. **This field creates element code 04.**
TAD Depart Time	This field is no longer updateable, unless the effective date of transaction is prior to 24 October 1997. If prior to this date, then enter the time the member departed TAD unit. **This field creates element code 04.**
PERMDU Report Date	Enter the date the member reported back to permanent unit from TAD. **Note:** This field is only accessible if the member is receiving Ration in Kind at permanent unit This note only applies if you are reporting the member back from TAD only or departing the member TAD and reporting member back from TAD all at once. This note does not apply if you are departing the member to the TAD unit only. **This field creates element code 05.**

Temporary Additional Duty (TAD), Continued

Change BAS or Career Sea Pay Due to TAD Transaction, Continued

Field	Action
PERMDU Report Time	This field is no longer updateable, unless the effective date of transaction is prior to 24 October 1997. If prior to this date, then enter the time the member reported back to permanent unit from TAD. **This field creates element code 05.**

Once you have entered the information in Screen 2 of 3*, press <GO> or F1. Screen 3 of 3* will display next.

> **Note:** This screen will not appear if the enlisted member is going to or went to a TAD unit that is a non-essential messing unit. This screen will always appear for an officer.

Screen 3 of 3* should look as follows:

Change BAS or Sea Duty Entitlements due to TAD (screen 3 of 3*)		
000-00-0000	SABM	DOE, JOHN
Vessel Report Date:	11/01/1998	
Vessel Depart Date:	12/03/1998	
Sea Duty District:	21	
Sea Duty OPFAC:	12109	CGC Steadfast

The following is a breakdown of the fields on Screen 3 of 3* and action to be taken on each field:

Field	Action
Vessel Report Date	Enter date the member reported to the vessel/mobile unit. **Note:** This field is only accessible if you are departing the member to TAD unit only or if you are departing the member TAD and reporting member back from TAD all at once. This note does not apply if you are reporting the member back to permanent unit from TAD only. **This field creates element code 11.**
Vessel Depart Date	Enter date the member departed the vessel/mobile unit. **Note:** This field is only accessible if you are reporting the member back to permanent unit from TAD only or if you are departing the member TAD and reporting the member back from TAD all at once. This note does not apply if you are departing the member to TAD unit only. **This field creates element code 12.**

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to use the Change BAS/Career Sea Pay Multiple Transaction Scroller in SDA II.

- Purpose of the event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect and if corrections and deletions are allowed

In this Section   The following topics will be discussed in this section:

Topic	See Page
Purpose	6-B-2
References	6-B-2
Policies and Procedures	6-B-2
Fast Path ID and Data Entry	6-B-2
PMIS/JUMPS Effect	6-B-3
Corrections and Deletions	6-B-3

Change BAS/Career Sea Pay Multiple Transaction Scroller

Purpose   The Change BAS/Career Sea Pay Multiple Transaction Scroller allows the user to create multiple Change BAS or Career Sea Pay due to TAD (P620) transactions on a member. This transaction can be used if there are no other types of transactions that need to be completed on the member due to TAD.

Note: If there are other types of transactions that need to be completed on the member due to completion of TAD (i.e., member was entitled to FSA, completed a school), then the Temporary Additional Duty Transactions Event should be used.

References   None

Policies and Procedures   This transaction should not be used if a member is drawing BAS or SEPRATS at current unit and then goes TAD. This is because member has continuous BAS or SEPRATS entitlement as of 1 January 1998.

Fast Path ID and Data Entry   Enter "P620" for Fast Path ID or press "ABB" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. The following screen should display:

Change BAS or Career Sea Pay due to TAD (Screen 1 of 1)		
000-00-0000	QM3	DOE, ROGER
Effective Date	Effective Time	Tran Status
11/01/1997	**0500**	**C**

Note: The highlighted information above will not be on the screen when initially entered. This information will appear after a Change BAS or Career Sea Pay due to TAD transaction has been completed in this event (this note does not appear on the SDA II screen).

Once the above screen appears, press <F3>. This will allow you to create a Change BAS or Career Sea Pay due to TAD transaction. Refer to pages 6-A-6 through 6-A-11 of this chapter for procedures on how to produce this transaction. After you have completed all the screens for the Change BAS or Career Sea Pay due to TAD transaction you will end back up on the screen shown above and it will show you the effective date, effective time and transaction status.

Note: If needing to do more than one Change BAS or Career Sea Pay due to TAD transaction in this event then press <F3> again and continue on.

Chapter Overview

Introduction   The objective of this chapter is to provide a concise, user friendly job aid for the user at the PERSRU to complete an accession event on a member in SDA II. Each event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and data entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

Types of accessions   It is very important that the PERSRU understands who is responsible for preparing accession transactions in SDA II. The table below describes the different types of accessions and who must prepare the accession transactions in SDA II.

Types of accessions	Description	Who must prepare the accession transactions
Direct commission	When an officer comes from the civilian sector and is processed through officer basic training before departing for their first unit.	Academy (except for reserve direct commissions)
Reserve Direct Commission	When a civilian or prior service member receives a direct commission into the Coast Guard Reserves.	The PERSRU of the member's duty station prior to departing for ROCI
Cadet Graduates	When a Cadet graduates from the Academy and becomes an officer.	Academy
Cadet	When a Cadet reports to the Academy.	Academy
Former Cadet with a reserve obligation	Non-Prior service cadets whose appointment is terminated in their junior or senior year are assigned to the Coast Guard Reserve SELRES Transition Pool for 59 days and subsequently assigned to either the IRR or a drilling unit to complete their military obligation.	Academy
Prior service	When an enlisted member comes from another service and attends Basic Training (except REBI students).	Cape May
	When a member comes from prior CG or CG Reserve and reports directly to a unit without going through basic training. **Note:** This includes members who are being discharged from the active duty component of the Coast Guard to be immediately accessed into the reserve component of the Coast Guard and vice versa. **The servicing PERSRU losing the member must submit the discharge transaction (P203) and enlistment transaction.**	The PERSRU for the member's first permanent duty station (or first temporary duty station if member remains there for an extended amount of time)
	When a member reports directly to the Individual Ready Reserve (IRR).	Servicing ISC PERSRU
	If the member enlist in the reserves and attends Cape May as a REBI student.	The PERSRU that services the member's first permanent duty station
Recruits	When an enlisted member goes to basic training before departing for their first unit.	Cape May

Chapter Overview, Continued

In this chapter   The following events will be discussed in this chapter.

Section	Event	See Page
A	Officer Accession into the Coast Guard	7-A-1
B	Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days Upon Enlistment	7-B-1
C	Enlistment into the Coast Guard for Regular Reserves	7-C-1
D	Recall from Retirement With Break in Service - Enlisted	7-D-1
E	Recall from Retirement With Break in Service - Officer	7-E-1

Officer Accession into Coast Guard, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press <GO> or F1 and screen 2 of 4* will appear.

```
              Officer Accession Transactions (Screen 2 of 4*)
                  000-00-0001
      Stat        Options           Transactions
      _____

                   N              Start/Change BAH/BAQ Entitlement and/or qrtrs assignment?
                   N              Add or change in Dependency/Emergency Data?
                   N              Elect/Decline Servicemembers' Group Life Insurance
                   N              Start participation in Dependent Dental Insurance
                   N              Does member desire to participate in VA Education Program?
                   N              Pay Option Election
                   N              Do pay entitlements need to be started?
                   N              Officer Uniform Allowance
```

Answer the prompts on screen 2 of 4* and press <GO> or F1 and screen 3 of 4* will appear:

```
              Direct Commission Transactions (Screen 3 of 4*)
                  000-00-0001
      Stat        Options           Transactions
      _____

                            Is member entitled to
                   N              Aviation Pay?
                   N              Diving Duty Pay?
                   N              Hardship Duty Pay-Location?
                   N              Hostile Fire Pay (this month only)?
                   N              Hostile Fire Pay (until further orders)?
                   N              Tax Exclusion (this month only)?
                   N              Tax Exclusion (until further orders)?
                   N              Subsistence Pay?
                   N              COLA (Cost of Living Allowance)
```

Note: The following message will appear at the end of the screen:
"COLA should be started most of the time. To start COLA, Enter 'Y' for option COLA. Enter data or press CANCEL to end."

Officer Accession into Coast Guard, Continued

Fast Path ID and Data Entry, Continued

Answer the prompts on screen 3 of 4* and press "GO" and screen 4 of 4* will appear.

Direct Commission Transactions (Screen 4 of 4*)		
000-00-0001		
Stat	Options	Transactions
		Is member entitled to
	N	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	N	Special Duty Assignment Pay?
	N	Responsibility Pay?
	N	Start a second BAH or VHA entitlement?
	N	Start/Verify VHA Offset?
	N	Change Rental Charge for Inadequate Govt Qtrs?
	N	Flight Deck Hazardous Duty Incentive Pay?
	N	Overseas Housing Allowance?
	N	Civilian/Supplemental Clothing Allowance?
	N	Family Separation Housing/Family Separation Allowance?
	N	High Pressure Chamber Hazardous Duty Incentive Pay?

Listed below are the transactions that can be selected in screens 1 through 4 of the Officer Accession event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Initial Active Duty Information (L65B)	Required	This transaction is required for this event and must be completed.
Endorsement Orders (L68B)	Optional	This transaction **must** be used when initially accessing the officer into the Coast Guard. This transaction is used to establish the member's base dates for pay and retirement purposes.
Address for Tax Purpose (L6EB)	Optional	This transaction must be used to set the mailing address for the member and will have an effective date equal to the date of entry into the Coast Guard.
State Tax Information (L6EB)	Optional	This transaction must be used to set the state tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.

Officer Accession into Coast Guard, Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 4 of the Officer Accession event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Federal Tax Information (L6EB)	Optional	This transaction must be used to set the Federal tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.
Start/Change BAH or BAQ Entitlement and/or qrtrs assignment? (P606)	Optional	This transaction should be used when a member is eligible for BAH, BAQ or is assigned quarters. **Note:** Refer to the Change in BAH or BAQ/VHA transaction (P606) in Chapter 2-A of this manual.
Add or Change in Dependency/ Emergency Data? (CG-4170A)	Optional	This transaction must be used to enter the emergency data information on a member and to add dependents if member has dependents. **Note:** Refer to the Add or Change in Dependency Emergency Data transaction (CG-4170A) in Chapter 2-A of this manual.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to decline/reduce SGLI coverage.
Start participation in Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to elect dependent dental coverage.
Does member desire to participate in VA Education Program? (L6DB)	Optional	This transaction should not be used for this event.
Pay Option Election (L6GB)	Optional	This transaction **must** be used to update the member's payment option.

Continued on next page

Officer Accession into Coast Guard, Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 4 of the Officer Accession event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Do pay entitlements need to be started? (Multiple Transactions)	Optional	This transaction is used to start specific pay entitlements shown on screens 3 of 4* and 4 of 4* above.
Officer Uniform Allowance (L66B)	Optional	This transaction must be used if member is entitled to Officer Uniform Allowance.
Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP or Aviation Crew/Noncrew Pay.
Diving duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.
Hardship Duty Pay-Location? (P607)	Optional	This transaction is used if member is entitled to Hardship Duty Pay-Location.
Hostile Fire Pay? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
Hostile Fire Pay? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more months.
Subsistence Pay? (P607)	Optional	This transaction is not allowed for this event.
COLA? (Cost of Living Allowances) (P607)	Optional	This transaction is used to start OUTCONUS and INCONUS Cost of Living Allowance.
Career Sea Pay? (P607)	Optional	This transaction is used to start Sea Pay/Time.
Special Duty Assignment Pay? (P607)	Optional	This transaction is used to start Special Duty Assignment Pay (SDAP).

Officer Accession into Coast Guard, Continued

Initial Active Duty Information Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 2, continued:

Field	Action
Sex	Enter **M** for Male or **F** for Female.
Height	Enter the member's height in full inches.
Minority Designator	Enter the member's minority designator. Press F2 for list of valid minority designator codes.
Marital Status	Enter the member's marital status. Press F2 for list of valid marital status codes.
Date of Birth	Enter the member's date of birth.
City of Birth	Enter the city in which the member was born in.
State	Enter the state in which the member was born in.
Home of Record City	Enter the member's permanent home of record city as established by the member at time of entry into the service.
Home of Record State	Enter the member's permanent home of record state as established by the member at time of entry into the service.
Home of Record County	Enter the member's permanent home of record county as established by the member at time of entry into the service.
Home on W-4 City	Enter the city shown in the member's Withholding Allowance Certificate, Form W-4.
State	Enter the state shown in the member's Withholding Allowance Certificate, Form W-4.
Date Military Obligation Incurred	Enter the date the member first incurred a military obligation.
Duty Type	Enter one of the following duty type codes on the member: **1** If member is coming on regular active duty **2** If member is a reserve coming on extended active duty **6** If member is a selective reserve and is **NOT** coming on extended active duty **7** If member is a Individual Ready Reserve and is **NOT** coming on extended active duty **8** This code is not allowed for this event **9** This code is not allowed for this event

Officer Accession into Coast Guard, Continued

Initial Active Duty Information Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 2, continued:

Field	Action
Term of Active Duty Authorized	The following rules apply: • If duty type code is 1, then this field is not updateable. • If duty type code is 2, then enter the number of months active duty the member is ordered to. • If duty type code is 6 or 7, then enter the number of months the member is required to perform inactive duty drills.
Grade/Rate	Enter the member's grade or rate (i.e., if member is an officer enter O1, O2, etc... If member is a chief warrant officer then enter PERS2, BOSN2, etc...).

Once you have entered the information in Screen 1 of 2, press <GO> or F1. The following screen will appear:

```
                    Direct Commission (Screen 2 of 2)
     000-00-0001                    O1       BOOMER, ROBERTO THE
               Is member entering active duty for 140 or more days?:  Y
       Date Entered Current Active Duty:    12/01/1997
              Expected Termination Date:    11/30/2027
       Place Entered Current Active Duty:   Topeka              State:  KS

           30 Year Commissioned Service:   __/__/____
                  Prior Military Service:   __      Pay Grade at Separation:  __
     Education Level:  5
              Field 1:  __              Degree:  __            Year:  __
              Field 2:  __              Degree:  __            Year:  __
           Language1:  __   Skill __   Language2:  __           Skill:  __
```

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 2:

Field	Action
Is member entering Active Duty for 140 or more days?	The following rules apply: • If duty type code is 1 or 2, then this field is not updateable. • If duty type code is 6 or 7, then this field is updateable and if member is coming on active duty for greater than 139 days, then 'Y' should be entered. Normally this will be left at 'N'.

Continued on next page

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an accession event on an active duty member or reserve member coming on extended active duty greater than 139 days. This section contains information on:

- Purpose of the event
- Any references
- Fast Path ID and data entry
- PMIS/JUMPS effect
- Corrections and deletions

<u>VERY IMPORTANT:</u> When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section   The following topics will be discussed in this section:

Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days Upon Enlistment

Purpose   The Enlistment into the Coast Guard event is used to access an enlisted member into the Coast Guard. The Enlistment into the Coast Guard event allows the PERSRU to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted member who is coming into the Coast Guard. This event should **not** be used for:

- Reserve member's who are already in the system. (Refer to page 3-C-1 for instructions on submitting orders for these members).
- Accessing officers into the Coast Guard.
- Enlisted members who are being RELAD and have not met their military obligation and want to go into the Coast Guard Reserve (i.e., member's who have completed their active service obligation but have not completed their full 8 year obligation).
  Note: For these members a Release from Active Duty (RELAD) event should be completed on the member vice this event.
- Enlisted members who are already accessed in the system and a PCS Departure or Reporting transaction needs to be done.
- An Enlisted member who did not have a break in service of over 24 hours and wants to reenlist or extend (if member's prior service was the Coast Guard). In this case, the discharge or RELAD transaction should be deleted and the member reenlisted or extended in accordance with Chapter 1-G of the Personnel Manual.

DISCHARGE AND IMMEDIATE ENLISTMENT IN THE USCG. The PERSRU submitting the discharge from reserves transaction is also responsible for completing the transactions described in this section to enlist the member in the regular Coast Guard. This shall be accomplished prior to forwarding the PERSRU record.

DISCHARGE PRIOR TO ENLISTMENT. Ensure a discharge transaction (P203) is being transmitted or has posted in PMIS/JUMPS prior to approving this transaction.

References   a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
b. Query Manual, HRSICINST M5230.2 (series)
c. Pay Manual, COMDTINST M7220.29 (series)
d. Personnel Manual, COMDTINST M1000.6 (series)
e. Joint Federal Travel Regulations
f. Reserve Policy Manual, COMDTINST M1001.28 (series

Fast Path ID and Data Entry   Enter "EnEnlReg" for Fast Path ID or press " ADB" from the Main Menu Screen in SDA II. Enter the member's SSN and press 'GO'. The following will appear:

"This person with SSN/Last Name 000000002 is not in the CG database. Are you sure you want to enter his/her information? N"

At the bottom of the screen the following message will appear:

"There is no SSN starting with 000000002. Enter data or press CANCEL to end."

Continued on next page

Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days, Upon Enlistment, Continued

Fast Path ID and Data Entry, Continued

These messages will appear when you enter the member's SSN for the first time in your database. For this event, the question should be changed to "Y" for YES. Press <GO> or F1.

The following message should display:

"Is this individual entering regular active duty?: <u>N</u>"

If the member is coming in on regular active duty then this question should be changed to "Y" for YES. If the member is a reservist coming on Extended Active Duty then this field should remain at "N" for NO. Press <GO> or F1.

If the above question remains at "N" (reserve coming on extended active duty) then the following message will appear:

"Is this individual entering extended active duty (140 days or greater)? <u>N</u>"

If the member is coming on extended active duty then this question should be changed to "Y" for YES. Press <GO> or F1. The following screen should appear:

Stat	Options	Transactions
		Enlistment into the Coast Guard Transactions (Screen 1 of 3*)
		000-00-0002
I	Required	Enlistment Into the Coast Guard
I	Required	Endorsement Orders
I	Required	Address for Tax Purpose
I	Required	State Tax Information
I	Required	Federal Tax Information
	<u>N</u>	Start/Change BAH/BAQ Entitlement and/or qrtrs assignment?
	<u>N</u>	Add or change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers' Group Life Insurance?
	<u>N</u>	Start participation in Dependent Dental Insurance?
	<u>N</u>	Pay Option Election
I	<u>Y</u>	Do pay entitlements need to be started?

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press <GO> or F1.

Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days, Upon Enlistment, Continued

Fast Path ID and Data Entry, Continued

Once you have pressed <GO> or F1, Enlistment into the Coast Guard Transaction (Screen 2 of 3*) will display. The following is what Screen 2 of 3* looks like:

```
        Enlistment into the Coast Guard Transactions (Screen 2 of 3*)
           000-00-0002
    Stat       Options        Transactions

                          Is member entitled to
             N                  Aviation Pay?
             N                  Diving Duty Pay?
             N                  Hardship Duty Pay-Location?
             N                  Hostile Fire Pay (this month only)?
             N                  Hostile Fire Pay (until further orders)?
             N                  Tax Exclusion (this month only)?
             N                  Tax Exclusion (until further orders)?
             N                  Subsistence Pay?
             N                  COLA (Cost of Living Allowance)?
```

Note: The following message will appear at the end of the screen:
"COLA should be started most of the time. To start COLA, Enter 'Y' for option COLA. Enter data or press CANCEL to end."

Answer the prompts on screen 2 of 3* and press "GO" and screen 3 of 3* will appear.

```
        Enlistment into the Coast Guard Transactions (Screen 3 of 3*)
           000-00-0002
    Stat       Options        Transactions

                          Is member entitled to
             N                  Career Sea Pay and Career Sea Pay Premium (if applicable)?
             N                  Special Duty Assignment Pay?
             N                  Responsibility Pay?
             N                  Start a second BAH or VHA entitlement?
             N                  Start/Verify VHA Offset?
             N                  Change Rental Charge for Inadequate Govt Qtrs?
             N                  Flight Deck Hazardous Duty Incentive Pay?
             N                  Overseas Housing Allowance?
             N                  Civilian/Supplemental Clothing Allowance?
             N                  Family Separation Housing/Family Separation Allowance?
             N                  High Pressure Chamber Hazardous Duty Incentive Pay?
```

Continued on next page

Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days, Upon Enlistment, Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Enlistment into the Coast Guard event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Enlistment into the Coast Guard (L61B)	Required	This transaction is required for this event and must be completed.
Endorsement Orders (L68B)	Required	This transaction **must** be used when initially accessing the enlisted member into the Coast Guard. This transaction is used to establish the member's base dates for pay and retirement purposes.
Address for Tax Purpose (L6EB)	Required	This transaction must be used to set the mailing address for the member and will have an effective date equal to the date of entry into the Coast Guard.
State Tax Information (L6EB)	Required	This transaction must be used to set the state tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.
Federal Tax Information (L6EB)	Required	This transaction must be used to set the Federal tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.
Start/Change BAH/BAQ Entitlement and/or qrtrs assignment? (P606)	Optional	This transaction should be used when a member is eligible for BAH, BAQ or is assigned quarters. **Note:** Refer to the Change in BAH or BAQ/VHA transaction (P606) in Chapter 2-A of this manual.
Add or Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction must be used to enter the emergency data information on a member and to add dependents if member has dependents.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to reduce/decline SGLI coverage.
Start participation in Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to elect dependent dental coverage.

Continued on next page

Enlistment into the Coast Guard for Active Duty Members or Reserves coming on Extended Active Duty Greater than 139 Days, Upon Enlistment, Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Enlistment into the Coast Guard event, if the transaction is required or optional, and when the transaction should be used, continued:

Transaction	Option	Used For
Pay Option Election (L6GB)	Optional	This transaction **must** be used to update the member's payment option.
Do pay entitlements need to be started? (Multiple Transactions)	Optional	This transaction is used to start specific pay entitlements shown on Screens 2 of 3* and 3 of 3* above.
Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP or Aviation Crew/Noncrew Pay.
Diving Duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.
Hardship Duty Pay- Location? (P607)	Optional	This transaction is used if the member is entitled to Hardship Duty Pay- Location
Hostile Fire Pay (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
Hostile Fire Pay (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more months.
Subsistence Pay? (P607)	Optional	This transaction is used to start BAS, SEPRATS or Partial BAS at the members new unit (enlisted members only).
COLA? (Cost of Living Allowances) (P607)	Optional	This transaction is used to start OUTCONUS and INCONUS Cost of Living Allowance.
Career Sea Pay? (P607)	Optional	This transaction is used to start Sea Pay/Time.

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an accession event on a regular reserve member. This section event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and data entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: **When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.**

In this Section   The following topics will be discussed in this section:

Enlistment into the Coast Guard for Regular Reserves

Purpose

The Enlistment into the Coast Guard event is used to access a regular reserve enlisted member into the Coast Guard. The Enlistment into the Coast Guard event allows the PERSRU to complete the necessary transactions (which may require input into PMIS/JUMPS) on a reserve enlisted member who is coming into the Coast Guard. This event should **not** be used for:

- Accessing officers into the Coast Guard
- Enlisted member's who are being RELAD and have not met their military obligation and wants to go into the Coast Guard Reserve (i.e., member's who have completed their active service obligation but have not completed their full 8 year military obligation). **Note:** For these member's a Release from Active Duty (RELAD) event should be completed on the member vice this event.
- Enlisted members who are already accessed in the system and a PCS Departure or Reporting transaction needs to be done.
- An Enlisted member who did not have a break in service of over 24 hours and wants to reenlist or extend (if member's prior service was the Coast Guard). In this case, the discharge or RELAD transaction should be deleted and the member reenlisted or extended in accordance with Chapter 1-G of the Personnel Manual.

References

a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
b. Query Manual, HRSICINST M5230.2 (series)
c. Pay Manual, COMDTINST M7220.29 (series)
d. Personnel Manual, COMDTINST M1000.6 (series)
e. Joint Federal Travel Regulations
f. Reserve Policy Manual, COMDTINST M1001.28 (series)

Policies and Procedures

DISCHARGE AND IMMEDIATE ENLISTMENT IN THE USCGR. The PERSRU submitting the discharge from active duty transaction is also responsible for completing the transactions described in this section to enlist the member in the Coast Guard Reserves. This shall be accomplished prior to forwarding the PERSRU record to the ISC.

DISCHARGE PRIOR TO ENLISTMENT. Ensure a discharge transaction (P203) is being transmitted or has posted in PMIS/JUMPS prior to approving this transaction.

TO PREVENT DELETION OF MEMBERS FROM SDAII UPON DISCHARGE.
A SDAII flag is set to delete members from the local database 60 days from the effective date of discharge. When the discharge transaction processes, a file is created in the sdart directory (i.e., Mbr. Del-09/17/98-30972) that contains members scheduled for deletion. This file will contain the following information

Member File Information:

SSN	Last Name	Delete Date	Unit
000000001	DOE	11/01/1998	47400

The member file may be manually adjusted to prevent members that are enlisting in a new component from being automatically deleted from the local SDAII database. If it is necessary to retain the member file (i.e., member is not transferring to a new PERSRU upon enlistment) run the adhoc/pcs_del2.r routine. Enter the ssn when prompted and press GO to remove the deletion flag. To ensure the change has taken e ffect, run the adhoc/pcs_del.r routine to see what the current member delete file contains.

Enlistment into the Coast Guard for Regular Reserves,
Continued

Policies and Procedures, Continued	**DOCUMENT SUBMISSIONS IMMEDIATELY AFTER ACCESSION:** After a member is accessed, you should refrain from doing transactions on the member until the accession documents process and download in the weekly update.
Fast Path ID and Data Entry	Enter "EnEnlReg" for Fast Path ID or press "ADB" from the Main Menu Screen in SDA II. Enter the member's SSN and press 'GO'. The following message will appear:

> **"This person with SSN/Last Name 000000003 is not in the CG database.**
> **Are you sure you want to enter his/her information? N"**

At the bottom of the screen the following message will appear:

> **"There is no SSN starting with 000000003.**
> **Enter data or press CANCEL to end."**

These messages will appear when you enter the member's SSN for the first time in your database. For this event, the question should be changed to "Y" for YES. Press <GO> or F1.

The following message should display:

> **"Is this individual entering regular active duty? N"**

This field should be left at 'N' for NO. Press <GO> or F1.

The following message will appear:

> **"Is this individual entering extended active duty (140 days or greater)? N"**

This field should be left at 'N' for NO. Press <GO> or F1. The following screen should appear:

Enlistment into the Coast Guard - Reserves Transactions (Screen 1 of 4*)

Stat	Options	Transactions
	000-00-0003	
I	Required	Enlistment Information - Reserves
I	Required	Endorsement Orders - Reserves
I	Required	Address for Tax Purpose
I	Required	State Tax Information
I	Required	Federal Tax Information
	N	Reservist Category, Class, and Pay Status

Continued on next page

Enlistment into the Coast Guard for Regular Reserves,
Continued

Fast Path ID and Data Entry, Continued

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press <GO> or F1. Screen 2 of 4* should display next:

```
Enlistment into the Coast Guard - Reserves Transactions (Screen 2 of 4*)
    000-00-0003
Stat      Options              Transactions
_____

           N                   Start/Change BAH/BAQ Entitlement and/or qtrs assignment?
           N                   Add or change in Dependency/Emergency Data?
           N                   Elect/Decline Servicemembers' Group Life Insurance?
           N                   Start participation in Dependent Dental Insurance?
           N                   Pay Option Election
           N                   Process Pay and Points?
           N                   Do pay entitlements need to be started?
```

Once Screen 2 of 4* comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press <GO> or F1. If you selected the "Do pay entitlements need to be started" transaction, then Screen 3 of 4* should display next.

Note: Normally when enlisting a regular reserve, the "Do pay entitlements need to be started" transaction should **not** be answered 'Y' for YES. For this reason, Screen 3 of 4* and Screen 4 of 4* will not be discussed in this section.

Listed below are the transactions that can be selected in screens 1 and 2 of the Enlistment into the Coast Guard event, if the transaction is required or optional, and when the transaction should be used.

Recall from Retirement With Break in Service - Enlisted,
Continued

Fast Path ID and Data Entry, Continued

Press <GO> or F1. The Recall From Retirement With Break - Enlisted Transactions (Screen 1 of 3*) should appear:

Stat	Options	Transactions
		Recall From Retirement With Break - Enlisted Transactions (Screen 1 of 3*)
		000-00-0004
I	Required	Initial Active Duty Information
I	Required	Endorsement Orders
I	Required	Address for Tax Purpose
I	Required	State Tax Information
I	Required	Federal Tax Information
	N	Start/Change BAH/BAQ Entitlement and/or qrtrs assignment?
	N	Add or change in Dependency/Emergency Data?
	N	Elect/Decline Servicemembers' Group Life Insurance?
	N	Start participation in Dependent Dental Insurance?
	N	Pay Option Election
I	Y	Do pay entitlements need to be started?

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press <GO> or F1 and screen 2 of 3* will appear.

Stat	Options	Transactions
		Recall From Retirement With Break - Enlisted Transactions (Screen 2 of 3*)
		000-00-0004
		Is member entitled to
	N	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only)?
	N	Tax Exclusion (until further orders)?
	N	Subsistence Pay?
	N	COLA (Cost of Living Allowance)?

Note: The following message will appear at the end of the screen:
"COLA should be started most of the time. To start COLA, Enter 'Y' for option COLA. Enter data or press CANCEL to end."

Continued on next page

Recall from Retirement With Break in Service - Enlisted,
Continued

Fast Path ID and Data Entry, Continued

Answer the prompts on screen 2 of 3* and press <GO> or F1 and screen 3 of 3* will appear

Recall From Retirement With Break - Enlisted Transactions (Screen 3 of 3*) 000-00-0004		
Stat	Options	Transactions
		Is member entitled to
	N	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	N	Special Duty Assignment Pay?
	N	Responsibility Pay?
	N	Start a second BAH or VHA entitlement?
	N	Start/Verify VHA Offset?
	N	Change Rental Charge for Inadequate Govt Qtrs?
	N	Flight Deck Hazardous Duty Incentive Pay?
	N	Overseas Housing Allowance?
	N	Civilian/Supplemental Clothing Allowance?
	N	Family Separation Housing/Family Separation Allowance?
	N	High Pressure Chamber Hazardous Duty Incentive Pay?

Listed below are the transactions that can be selected in screens 1 through 3 of the Recalled From Retirement With Break - Enlisted event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Initial Active Duty Information (L65B)	Required	This transaction is required for this event and must be completed.
Endorsement Orders (L68B)	Required	This transaction **must** be used when initially accessing the officer into the Coast Guard. This transaction is used to establish the member's base dates for pay and retirement purposes.
Address for Tax Purpose (L6EB)	Required	This transaction must be used to set the mailing address for the member and will have an effective date equal to the date of entry into the Coast Guard.
State Tax Information (L6EB)	Required	This transaction must be used to set the state tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.

Continued on next page

Recall from Retirement With Break in Service - Enlisted,
Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Recalled From Retirement With Break - Enlisted event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Federal Tax Information (L6EB)	Required	This transaction must be used to set the Federal tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.
Start/Change BAH/BAQ Entitlement and/or qrtrs assignment? (P606)	Optional	This transaction should be used when a member is eligible for BAH, BAQ or is assigned quarters. **Note:** Refer to the Change in BAH or BAQ/VHA transaction (P606) in Chapter 2-A of this manual.
Add or Change in Dependency/ Emergency Data? (CG-4170A)	Optional	This transaction must be used to enter the emergency data information on a member and to add dependents if member has dependents. **Note:** Refer to the Add or Change in Dependency Emergency Data transaction (CG-4170A) in Chapter 2-A of this manual.
Elect/Decline Service-+members' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to reduce/decline SGLI coverage.
Start participation in Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to elect dependent dental coverage.
Pay Option Election (L6GB)	Optional	This transaction **must** be used to update the member's payment option.
Do pay entitlements need to be started? (Multiple Transactions)	Optional	This transaction is used to start specific pay entitlements shown on screens 2 of 3* and 3 of 3* above.
Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP or Aviation Crew/Noncrew Pay.
Diving Duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.

Continued on next page

Recall from Retirement With Break in Service - Enlisted,
Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Recalled From Retirement With Break - Enlisted event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Hardship Duty Pay-Location? (P607)	Optional	This transaction must be used if member is entitled to Hardship Duty Pay-Location.
Hostile Fire Pay (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
Hostile Fire Pay (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more months.
Subsistence Pay? (P607)	Optional	This transaction is used to start BAS, SEPRATS or Partial BAS at the members new unit (enlisted members only).
COLA? (Cost of Living Allowances) (P607)	Optional	This transaction is used to start OUTCONUS and INCONUS Cost of Living Allowance.
Career Sea Pay? (P607)	Optional	This transaction is used to start Sea Pay/Time.
Special Duty Assignment Pay? (P607)	Optional	This transaction is used to start Special Duty Assignment Pay (SDAP).
Responsibility Pay? (P607)	Optional	This transaction must not be used in this event.
Start a second BAH or VHA entitlement? (P607)	Optional	This transaction must not be used after December 31, 1997.
Start/Verify VHA Offset? (P608)	Optional	This transaction must not be used after December 31, 1997.

Continued on next page

Recall from Retirement With Break in Service - Officer,
Continued

Fast Path ID and Data Entry, Continued

Press <GO> or F1. The Recall From Retirement With Break - Officer Transactions (Screen 1 of 3*) should appear:

Stat	Options	Transactions
		Recall From Retirement With Break - Officer Transactions (Screen 1 of 3*)
		000-00-0004
I	Required	Initial Active Duty Information
I	Required	Endorsement Orders
I	Required	Address for Tax Purpose
I	Required	State Tax Information
I	Required	Federal Tax Information
	N	Start/Change BAH/BAQ Entitlement and/or qrtrs assignment?
	N	Add or change in Dependency/Emergency Data?
	N	Elect/Decline Servicemembers' Group Life Insurance?
	N	Start participation in Dependent Dental Insurance?
	N	Pay Option Election
I	Y	Do pay entitlements need to be started?
	N	Officer Uniform Allowance

Once the above screen comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press <GO> or F1 and screen 2 of 3* will appear.

Stat	Options	Transactions
		Recall From Retirement With Break - Officer Transactions (Screen 2 of 3*)
		000-00-0004
		Is member entitled to
	N	Aviation Pay?
	N	Diving Duty Pay?
	N	Hardship Duty Pay-Location?
	N	Hostile Fire Pay (this month only)?
	N	Hostile Fire Pay (until further orders)?
	N	Tax Exclusion (this month only)?
	N	Tax Exclusion (until further orders)?
	N	Subsistence Pay?
	N	COLA (Cost of Living Allowance)?

Note: The following message will appear at the end of the screen:
"COLA should be started most of the time. To start COLA, Enter 'Y' for option COLA. Enter data or press CANCEL to end."

Continued on next page

Recall from Retirement With Break in Service - Officer,
Continued

Fast Path ID and Data Entry, Continued

Answer the prompts on screen 2 of 3* and press <GO> or F1 and screen 3 of 3* will appear

```
        Recall From Retirement With Break - Officer Transactions (Screen 3 of 3*)
          000-00-0004
     Stat      Options        Transactions
                            Is member entitled to
                N           Career Sea Pay and Career Sea Pay Premium (if applicable)?
                N           Special Duty Assignment Pay?
                N           Responsibility Pay?
                N           Start a second BAH or VHA entitlement?
                N           Start/Verify VHA Offset?
                N           Change Rental Charge for Inadequate Govt Qtrs?
                N           Flight Deck Hazardous Duty Incentive Pay?
                N           Overseas Housing Allowance?
                N           Civilian/Supplemental Clothing Allowance?
                N           Family Separation Housing/Family Separation Allowance?
                N           High Pressure Chamber Hazardous Duty Incentive Pay?
```

Listed below are the transactions that can be selected in screens 1 through 3 of the Recalled From Retirement With Break - Officer event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Initial Active Duty Information (L65B)	Required	This transaction is required for this event and must be completed.
Endorsement Orders (L68B)	Required	This transaction **must** be used when initially accessing the officer into the Coast Guard. This transaction is used to establish the member's base dates for pay and retirement purposes.
Address for Tax Purpose (L6EB)	Required	This transaction must be used to set the mailing address for the member and will have an effective date equal to the date of entry into the Coast Guard.
State Tax Information (L6EB)	Required	This transaction must be used to set the state tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.

Continued on next page

Recall from Retirement With Break in Service - Officer,
Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Recalled From Retirement With Break - Officer event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Federal Tax Information (L6EB)	Required	This transaction must be used to set the Federal tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.
Start/Change BAH/BAQ Entitlement and/or qrtrs assignment? (P606)	Optional	This transaction should be used when a member is eligible for BAH, BAQ or is assigned quarters. **Note:** Refer to the Change in BAH or BAQ/VHA transaction (P606) in Chapter 2-A of this manual.
Add or Change in Dependency/ Emergency Data? (CG-4170A)	Optional	This transaction must be used to enter the emergency data information on a member and to add dependents if member has dependents. **Note:** Refer to the Add or Change in Dependency Emergency Data transaction (CG-4170A) in Chapter 2-A of this manual.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to reduce/decline SGLI coverage.
Start participation in Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to elect dependent dental coverage.
Pay Option Election (L6GB)	Optional	This transaction **must** be used to update the member's payment option.
Do pay entitlements need to be started? (Multiple Transactions)	Optional	This transaction is used to start specific pay entitlements shown on Screens 2 of 3* and 3 of 3* above.
Officer Uniform Allowance (L66B)	Optional	This transaction is used if the member is entitled to an Officer Uniform Allowance.

Recall from Retirement With Break in Service - Officer,
Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Recalled From Retirement With Break - Officer event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Is member entitled to Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP or Aviation Crew/Noncrew Pay.
Is member entitled to Diving duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.
Is member entitled to Hardship Duty Pay-Location? (P607)	Optional	This transaction is used if the member is entitled to Hardship Duty Pay-Location?
Hostile Fire Pay (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
Hostile Fire Pay (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more.
Subsistence Pay? (P607)	Optional	This transaction is not allowed for this event.
COLA? (Cost of Living Allowances) (P607)	Optional	This transaction is used to start OUTCONUS and INCONUS Cost of living allowance.
Career Sea Pay? (P607)	Optional	This transaction is used to start Sea Pay/Time.
Special Duty Assignment Pay? (P607)	Optional	This transaction is used to start Special Duty Assignment Pay (SDAP).
Responsibility Pay? (P607)	Optional	This transaction is used if member is entitled to Responsibility Pay.
Start a second BAH or VHA entitlement? (P607)	Optional	This transaction is not allowed after December 31, 1997.
Start/Verify VHA Offset? (P608)	Optional	This transaction is not allowed after December 31, 1997.

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a Release from Active Duty (RELAD) event in SDA II. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

<u>VERY IMPORTANT:</u> When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section   The following topics will be discussed in this section:

Release from Active Duty (RELAD)

Purpose   The Release from Active Duty (RELAD) event is used to complete the necessary transactions on a member who is being released from active duty. This event should be used for:

- Regular active duty enlisted members who have **NOT** met their military obligation and are wanting to be released from active duty to be put into the reserve components. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for reserve members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation). However, if member was released from active duty and does not participate in the selective reserve program then the member is transferred to 87300 on the RELAD transaction and is in the selected reserve transition pool for 45 days. After this transition period, a PCS Departure and PCS Reporting transaction will need to be completed to transfer the member to either a drilling unit or to 87400 (IRR).
  Note: If the member has met his/her military obligation, then the member should be **discharged** from the active duty component and **accessed** into the Coast Guard Reserve component. Use the Enlistment into the Coast Guard event or Officer Accession into the Coast Guard event to access the member.
- Regular or reserve members on extended active duty who are being released from active duty due to hardship or convenience of the government.
- Recalled retired members who are on active duty and are being released from active duty to be put back into a full retired status.
- Reserve members who are on extended active duty for greater than 139 days and need to be released back into the reserves.

References   a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
b. Query Manual, HRSICINST M5230.2 (series)
c. Pay Manual, COMDTINST M7220.29 (series)
d. Personnel Manual, COMDTINST M1000.6 (series)
e. Separations Program Designators Handbook
f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
g. Joint Federal Travel Regulations

Fast Path ID   Enter "exprelad" for Fast Path ID or press " AED" from the Main Menu Screen
and Data   in SDA II. Enter the member's SSN or last name and press <GO> or F1.
Entry

> **Note:** The system will not allow you to enter this event if the member is a reserve not on extended active duty for greater than 139 days.

The following screen should display:

Continued on next page

Release from Active Duty (RELAD), Continued

Endorsement on Orders Transaction, Continued

The following is a list of fields on Release From Active Duty Orders (Screen 1 of 6) and the action to be taken on each field:

Field	Action
Effective Departure Date	Enter the date the member is departing his/her unit. **Note:** If member is taking no terminal leave then this date should be the last day of active duty for the member.
Time	Enter the time the member is departing his/her unit. **Note:** If this transaction is submitted with the <u>same effective date</u> as the Retained Beyond Normal Expiration of Enlistment (P176) transaction, enter a time at least 5 minutes later than the P176 transaction.
Reporting Unit District	Enter the two digit district number.
Reporting Unit OPFAC	Enter the five-digit OPFAC number of the unit the member is being assigned to.
Nature of Duty	This field is not updatable and is set at '6'.
Separation Program Designator	Enter the three letter separation program designator as prescribed by the Separation Program Designator (SPD) Handbook.
Reenlistment Code	Enter the reenlistment code on the member. Press F2 for a list of valid reenlistment codes. **Note:** This field is not updatable for officers.
Transfer Authority	Enter the transfer authority in this field.

Once you have entered the information on Screen 1 of 6, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 6.

The following is an example of what Release From Active Duty Orders (Screen 2 of 6) should look like:

```
                  Release From Active Duty Orders (Screen 2 of 6)
000-00-0000                                  YNC              DOE, JOHN
                  Date Released from Active Duty:   01/01/99   (Element Code 60)
        Reason: 61   DUE TO EXPIRATION OF ENLISTMENT


        Total days Lump Sum Leave Selling:    15.0            (Element Code 90)
           Number days Saved Leave selling:    0.0            (Element Code 92)
         Number days Regular Leave selling:   15.0            (Element Code 93)
    Number days Excess Leave (check pay):      0.0            (Element Code 95)


                           Terminal Leave
                                      AI:    31
                                      AO:    00
                                      TT:    00
```

Continued on next page

Release from Active Duty (RELAD), Continued

Endorsement on Orders Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for screen 2 of 6:

Field	Action
Date Released from Active Duty	Enter the effective date of RELAD. This date must be the last day of active duty. **Note:** Do not put the date the member is going on terminal leave in this field. The effective date of transaction should be the date the member is departing unit for terminal leave. **This creates Element Code 60.**
Reason	Enter the reason for RELAD. Use one of the following reason codes: **61** Due to expiration of enlistment (regular active duty enlisted transferred to reserve) **This creates Element Code 61.** **62** Due to fulfillment of active service obligation (reserve personnel on extended active duty being released to inactive status) **This creates Element Code 62.** **63** Due to hardship (regular or reserve personnel) **This creates Element Code 63.** **64** Due to fulfillment of active service obligation (reserve personnel returning to retirement awaiting age 60) **Note:** OPFAC must be 87600. **This creates Element Code 64.** **65** To resume retired with pay status (retired members who are on active duty and now need to be released from active duty to resume retired pay status) **Note:** OPFAC must be 71237. **This creates Element Code 65.** **66** Convenience of the government (as directed by Commandant) **This creates Element Code 66.**

Continued on next page

Release from Active Duty (RELAD), Continued

Endorsement on Orders Transaction, Continued

The following is the breakdown of the fields and the action to be taken on each field for screen 2 of 6, continued:

Field	Action
Total days Lump Sum Leave selling	Enter the total amount of leave the member is selling (add the number of days the member is wanting to sell regular leave to the number of days the member is wanting to sell saved leave. **Note:** Member can only sell 60 days leave in a career.
Number days Saved Leave Selling	Enter the number of days saved leave the member is wanting to sell.
Number days Regular Leave Selling	Enter the number of days regular leave the member is wanting to sell.
Number days Excess Leave (check pay)	If member is in an excess leave status, enter the negative leave balance on the member.
Terminal Leave (AI)	If member is going on terminal leave INCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 1 December 1998 and the RELAD date is 1 January 1999, the number of days terminal leave would equal 31 days).
Terminal Leave (AO)	If member is going on terminal leave OUTCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 1 December 1998 and the RELAD date is 1 January 1999, the number of days terminal leave would equal 31 days).
Terminal Leave (TT)	This field is not updatable and is not allowed for this event.

Once you have entered the information on Screen 2 of 6, press <GO> or F1. If the member is **regular active duty**, Screen 3 of 6 will display and look as follows:

```
                   Release From Active Duty Orders (Screen 3 of 6)
     000-00-0000                                    YNC              DOE, JOHN
                    Enlisted Separation Pay:   ____       (Element Code 53)
                       Performance Indicator:   _         (Element Code 91)


                                      SSIC:   ____        (Element Code 81)
             Date of CGPC Authorization letter:   __/__/____   (Element Code 81)
```

Continued on next page

Release from Active Duty (RELAD), Continued

Endorsement on Orders Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6 (regular active duty members only):

Field	Action
Enlisted Separation Pay	If member is entitled to separation pay, enter the number of years and months of active service the member has. **Note:** This field is not updatable for officers. Refer to chapter 10-J of the Pay Manual for separation pay computation. **This creates Element Code 53.**
Performance Indicator	If member is entitled to separation pay, enter **(0)** for substandard performance or enter **(1)** for standard performance. **This creates Element Code 91.**
SSIC	Enter the SSIC number of the letter by CGPC authorizing separation pay. **This creates Element Code 81.**
Date of CGPC Authorization Letter	Enter the date of the authorization letter by CGPC. **This also creates Element Code 81.**

Note: If the member is a **reserve on extended active duty** then Screen 3 of 6 will look as follows:

Release From Active Duty Orders (Screen 3 of 6)		
000-00-0000	YNC	DOE, JOHN
Entitled to Full Separation Pay: ____		**(Element Code 08)**
Entitled to Half Separation Pay: ____		**(Element Code 09)**
Performance Indicator: __		**(Element Code 67)**
Lump Sum Readjustment: __		**(Element Code 68)**
Reserve Training/Pay Category**:** __		**(Element Code 78)**

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6 (for reserves on extended active duty only):

Field	Action
Entitled to Full Separation Pay	If the reserve member is entitled to full separation pay, then enter the number of years and months of active service the member has. **Note**: Refer to chapter 10-J of the Pay Manual for separation pay computation. **This creates Element Code 08.**

Continued on next page

Release from Active Duty (RELAD), Continued

Endorsement on Orders Transaction, Continued

Once you have entered the information on Accounting Line Create/Update screen, press <GO> or F1. Then press SHIFT-F6 or NEXT-PAGE. The next two screens that will come up in this transaction are Screen 5 of 6 and Screen 6 of 6. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the member's entitlements are for RELAD:

- Travel entitlements
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

Release from Active Duty Orders (screen 5 of 6)

000-00-0000   YNC   DOE, JOHN

New Servicing/Responsible PERSRU: 47400

CG HRSIC

Remarks:

A. THESE ORDERS CONSTITUTE A RELAD MOVE FM (City/State) TO (City/State) .

B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or** WILL NOT BE RELOCATING). ACCOMPANIED **or** ALL OTHERS   TOUR

C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.

D. MBR TO USE (**1 or 2**) POCS

E. OFFICIAL DISTANCE (MILES) ___ FM (last PDS) TO (new PDS) IAW JFTR U5105.

F. (INSERT EXCEPTIONS HERE)

G. AUTH DLA AT (with **or** w/o DEPN) RATE FOR PAYGRADE _____ IAW JFTR U5600.

H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.

I. TVL ADV AUTH $_____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.

J. AUTH $_____ ADVANCE PAY TO BE LIQUIDATED OVER ___ MOS **or** NOT REQUESTED.

K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ___ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5

Release from Active Duty (RELAD), Continued

Endorsement on Orders
Transaction, Continued

```
                    Release from Active Duty Orders (screen 6 of 6)
   000-00-0000                                  YNC               DOE, JOHN
        Remarks: (Continued)
    4.  TLE NOT AUTHORIZED
    5.  TOTAL ADVANCES AUTH:  $34.00
    E.  DEPN INFO:  KIMBERLY K.  (WIFE, DOM 87OCT16)
```

Once you have completed the information in Screen 6 of 6,
press the F6 key and the following screen will appear:

```
                    Release from Active Duty Orders Print Menu

    A.  Print Screen.
    B.  Print Transaction Log.
    C.  Print the Form for this Transaction.
```

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Endorsement of Orders transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Endorsement of Orders transaction and want a printed CG-5131 on the member, press 'C'.

Once you have completed the information in Screen 6 of 6, and have printed
any of the selections above, press <GO> or F1. You have now completed the
Endorsement of Orders transaction.

Certificate of Release or Discharge from Active Duty (DD-214) You are now ready to complete the Certificate of Release or Discharge from Active Duty (DD-214) transaction. Refer to the Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction you are now ready to complete the Tax Mailing Address transaction.

Release from Active Duty (RELAD), Continued

Member's Tax Mailing Address Transaction

To complete this transaction, refer to the Tax Mailing Address transaction in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction you are now ready to complete the next transaction you selected off of the Release from Active Duty Transactions (Screens 1 through 3). If you did not select any other transaction then you have completed this event.

How PMIS/JUMPS is effected by the Endorsement of Orders Transaction

The Endorsement of Orders transaction (L68B) accomplishes the following in PMIS/JUMPS:

- Updates information on page 5 (Contract and Service Information), page 6 (Current Unit Information/Pending Unit Information), page 7 (Prior Unit History) and page 12 (Reserve Unique Information) (if member is a reserve) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Closes down and opens up segment 52 of the pay file in JUMPS.
- Closes down and opens up segment 57 (changes member type) of the pay file in JUMPS.
- Closes down any pay and allowances segments on the member.

VERY IMPORTANT: The following are very important rules:

- If the member is going on terminal leave, other transactions may be necessary (i.e., Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay that needs stopped after the member has been on terminal leave for a extended amount of time). All remaining pay and allowances will be stopped automatically on the effective date of RELAD.
- If the member is **not** taking any terminal leave, then all pay and allowances will be stopped automatically on the RELAD date.

Corrections and deletions to the Endorsement of Orders Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

> **Note:** If the Endorsement of Orders transaction has been processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting the correction or deletion.

Release from Active Duty (RELAD), Continued

Electronic File on Member

The SDA II system will build an electronic file on the member when the member's RELAD date comes up. This file will be created when a transmittal is built. This file will be sent to the new servicing PERSRU for them to load into their SDA II system.

> **Note:** If retired member on active duty is released back into full retirement status, then an electronic file will not be built on the member. A file will also not be built if the unit that the member is being RELAD to, is serviced by the same PERSRU.

Refer to Chapter 5-A of this manual for more detailed information on the electronic file on the member.

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a discharge event on an enlisted member in SDA II. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section   The following topics will be discussed in this section:

Topic	See Page
Purpose	8-C-2
References	8-C-2
Fast Path ID and Data Entry	8-C-2
Fraudulent Enlistment	8-C-5
Cancel Enlistment	8-C-5
Discharge Enlisted Personnel Transaction	8-C-5
Member's Tax Mailing Address Transaction	8-C-15
How PMIS/JUMPS is Effected by the Discharge Enlisted Personnel Transaction	8-C-16
Corrections and Deletions to the Discharge Enlisted Personnel Transaction	8-C-16
Additional Transaction Information	8-C-16

Discharge (Enlisted Members)

Purpose   The Discharge event is used to complete the necessary transactions on an enlisted member who is being discharged from a component within the Coast Guard (active or reserve). This event should be used for:

- Regular active duty enlisted members who have met their military obligation and are wanting to be discharged from the active component to be put into the reserve components.
  Note: If the member has **NOT** met his/her military obligation, then the member should be released from the active duty component and put into the Coast Guard Reserve component. Use the Release from Active Duty (RELAD) event for this.
- Reserve members who want to be discharged from the reserve component and be enlisted into the active duty component of the Coast Guard.
- Regular or reserve members who have met their military obligation and are wanting to be discharged from the Coast Guard.
- Discharging enlisted members for fraudulent enlistment.
- Canceling an enlistment on an enlisted member.

Note: Do not use this transaction for enlisted members who are appointed to Warrant Officer status. Use the Warrant Appointment event for this. Refer to Chapter 9-C of this manual for detailed information on this.

VERY IMPORTANT: The PERSRU submitting the discharge from the reserve or active duty component is also responsible for completing the enlistment transaction for those being immediately accessed into a new component of the Coast Guard. This shall be accomplished prior to forwarding the PERSRU record.

References   a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
b. Query Manual, HRSICINST M5230.2 (series)
c. Pay Manual, COMDTINST M7220.29 (series)
d. Personnel Manual, COMDTINST M1000.6 (series)
e. Separations Program Designators Handbook
f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
g. Joint Federal Travel Regulations

Fast Path ID and Data Entry   Enter "expdad" for Fast Path ID or press "AEE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press <GO> or F1.

Discharge (Enlisted Members), Continued

Discharge Enlisted Personnel Transaction, Continued

Now press F3 and the Accounting Line Create/Update screen will appear: The following is what the screen looks like and a breakdown of the fields and the action to be taken on each field for this screen:

Note: If creating this transaction for a regular reserve and no accounting information is required then do not press F3. Press SHIFT-F6 or NEXT-PAGE and the system will take you to Screen 7 of 8*).

```
              Discharge Enlisted Personnel (Screen 6 of 8*)
     000-00-0000                        YN3              DOE, JOHN
                       Accounting Line Create/Update

                          District:     ____
                Appropriation Code:     ____
                        Limit Code:     ____
                    Allotment Fund:     ____
                   Allotment Level:     ____
                  Program Element:      ____
                      Cost Center:      _____
                      Object Class      ____
                  Document ID Type:     ____
           Document ID Fiscal Year:     __
              Document ID TONO:         _____
              Document ID Suffix:       000
                   Estimated Cost:      $0.00
```

Field	Action
District	Enter the Region (District) code in this field.
Appropriation Code	Enter the three digit numeric appropriate code. If the appropriation code is two digits, insert a leading zero.
Limit Code	Enter the Limitation code in this field.
Allotment Fund	Enter the Allotment Fund code in this field.
Allotment Level	Enter the Allotment Level code in this field.
Program Element	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID Type	Enter the Document ID type in this field.
Document ID Fiscal Year	Enter the Document ID Fiscal Year in this field.
Document ID TONO	Enter the Document ID (TONO) in this field.
Document ID Suffix	Enter the Document ID Suffix in this field.
Estimated Cost	Enter the estimated cost for these orders.

Continued on next page

Discharge (Enlisted Members), Continued

Discharge Enlisted Personnel Transaction, Continued

Once you have entered the information on Accounting Line Create/Update screen, press <GO> or F1. Then press SHIFT-F6 or NEXT-PAGE. The next two screens that will come up in this transaction are Screen 7 of 8* and Screen 8 of 8*. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the member's entitlements are for Discharge:

- Travel entitlements
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

Discharge Enlisted Personnel (Screen 7 of 8*)

000-00-0000   YN3   DOE, JOHN

New Servicing/Responsible PERSRU: 47400

CG HRSIC

Remarks:

A. THESE ORDERS CONSTITUTE A DISCHARGE MOVE FM (City/State) TO (City/State) .

B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or** WILL NOT BE RELOCATING). ACCOMPANIED **or** ALL OTHERS   TOUR

C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.

D. MBR TO USE (**1 or 2**) POCS

E. OFFICIAL DISTANCE (MILES) ___   FM (last PDS) TO (new PDS) IAW JFTR U5105.

F. (INSERT EXCEPTIONS HERE)

G. AUTH DLA AT   (with **or** w/o DEPN)   RATE FOR PAYGRADE _____ IAW JFTR U5600.

H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.

I. TVL ADV AUTH $_____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.

J. AUTH $_____ ADVANCE PAY TO BE LIQUIDATED OVER ___ MOS **or** NOT REQUESTED.

K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ___ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5

Discharge (Enlisted Members), Continued

**Discharge Enlisted
Personnel Transaction,
Continued**

```
                    Discharge Enlisted Personnel (Screen 8 of 8*)
   000-00-0000                                          YN3               DOE, JOHN
      Remarks: (Continued)
    4.  TLE NOT AUTHORIZED
    5.  TOTAL ADVANCES AUTH:  $34.00
    E.  DEPN INFO:  KIMBERLY K.  (WIFE, DOM 87OCT16)
```

Once you have completed the information in Screen 8 of 8*, press the F6 key and the following screen will appear:

```
                    Discharge Enlisted Personnel Print Menu
   A.  Print Screen.
   B.  Print Transaction Log.
   C.  Print the Form for this Transaction.
```

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Discharge Enlisted Personnel transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Discharge Enlisted Personnel transaction and want a printed CG-5131 on the member, press 'C'.

Once you have completed the information in Screen 8 of 8*, and have printed any of the selections above, press <GO> or F1. You have now completed the Discharge Enlisted Personnel transaction and are ready to complete the Tax Mailing Address transaction.

Note: If you selected the Leave Authorization transaction, then this transaction will appear before the Tax Mailing Address transaction. Fill the information out on the Leave Authorization transaction and press <GO> or F1.

**Member's
Tax Mailing
Address
Transaction**

Refer to the Tax Mailing Address transaction (L6EB) in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the next transaction you selected off Discharge Transactions (Screen 1 of 1).

Continued on next page

Discharge (Enlisted Members), Continued

How PMIS/JUMPS is effected by the Discharge Enlisted Personnel Transaction

The Discharge Enlisted Personnel transaction will close down the member's PMIS/JUMPS account.

VERY IMPORTANT: The following are very important rules:

- If the member is going on terminal leave, other transactions may be necessary (i.e., Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay that needs stopped after the member has been on terminal leave for a extended amount of time). All remaining pay and allowances will be stopped automatically on the effective date of discharge.
- If the member is **not** taking any terminal leave, then all pay and allowances will be stopped automatically on the discharge date.

Corrections and deletions to the Discharge Enlisted Personnel Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If discharge transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting correction or deletion.

Additional Transaction Information

In this event there are several other transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
Leave Accounting (L63B)	If the member is taking terminal leave, then this transaction must be completed. The first day charged as leave will normally be the day after the member departed his/her command. The last day charged as leave will normally be the day of discharge.
Certificate of Release or Discharge from Active Duty (DD-214)	This transaction must be completed on all regular active duty members. Refer to Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual on how to prepare this transaction.
Suspend, Remove Suspension or Stop SRB? (P602)	This transaction must be completed if member has a SRB that needs to be suspended or stopped. Refer to the Suspend, Remove Suspension or Stop SRB transaction in Chapter 2-A of this manual for guidance on how to prepare this transaction.

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a discharge event in SDA II on an officer. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: **When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.**

In this Section   The following topics will be discussed in this section:

Discharge (Officers)

Purpose   The Discharge event is used to complete the necessary transactions on an officer who's appointment as an officer is being terminated in the Coast Guard (active or reserve). This event should be used for:

- Regular active duty officers who will be discharged from the active Coast Guard component to accept an appointment as an officer in the Coast Guard reserve component.
  Note: There may be times when a reserve officer who is on extended active duty will need to be released from active duty to be put back into a reserve status. Do not use this transaction for this purpose. Use the Release from Active Duty (RELAD) event for this.
- Reserve officers who will be discharged from the reserve component to accept an appointment as an officer in the active duty component of the Coast Guard.
- Regular or reserve officers who's appointment as an officer is being terminated.

Note: This transaction is not required for temporary commissioned officers who are discharged from warrant status to accept permanent LTJG.

VERY IMPORTANT: For officers who are being discharged from the active duty component of the Coast Guard to be immediately accessed into the reserve component of the Coast Guard as an officer or vice versa, the servicing PERSRU losing the member **must** submit this transaction (P214).

References   a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
b. Query Manual, HRSICINST M5230.2 (series)
c. Pay Manual, COMDTINST M7220.29 (series)
d. Personnel Manual, COMDTINST M1000.6 (series)
e. Separations Program Designators Handbook
f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
g. Joint Federal Travel Regulations

Fast Path ID and Data Entry   Enter "expdad" for Fast Path ID or press "AEE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press <GO> or F1.

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued

After you have entered the information in Screen 5 of 8*, press <GO> or F1. Officer Appointment Terminated (Screen 6 of 8*) will appear. The following is an example of Screen 6 of 8*:

Note: If creating this transaction for a regular reserve and no accounting information is required then do not press F3. Press SHIFT-F6 or NEXT-PAGE and the system will take you to Screen 7 of 8*).

```
         Officer Appointment Terminated (Screen 6 of 8*)
  000-00-0000                              ENS          DOE, JOHN
        Appr   Lim  Alt  Alt  Prog   Cost  Obj                 Estimated
  Dist  Code   Cd   Fnd  Lvl  Elem   Ctr   Clas  Document ID         Cost
```

Now press F3 and the Accounting Line Create/Update screen will appear: The following is what the screen looks like and a action to be taken on each field.

```
             Officer Appointment Terminated (Screen 6 of 8*)
  000-00-0000                              ENS          DOE, JOHN
                   Accounting Line Create/Update
                         District:    ____
                Appropriation Code:   ____
                        Limit Code:   ____
                     Allotment Fund:  ____
                    Allotment Level:  ____
                   Program Element:   ____
                       Cost Center:   _____
                      Object Class    ____
                  Document ID Type:   ____
           Document ID Fiscal Year:   __
                 Document ID TONO:    _____
                Document ID Suffix:   000
                    Estimated Cost:   $0.00
```

Field	Action
District	Enter the Region (District) code in this field.
Appropriation Code	Enter the three digit numeric Appropriate code. If the appropriation code is two digits, insert a leading zero.
Limit Code	Enter the Limitation code in this field.
Allotment Fund	Enter the Allotment Fund code in this field.
Allotment Level	Enter the Allotment Level code in this field.
Program Element	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID Type	Enter the Document ID type in this field.
Document ID Fiscal Year	Enter the Document ID Fiscal Year in this field.
Document ID TONO	Enter the Document ID (TONO) in this field.
Document ID Suffix	Enter the Document ID Suffix in this field.
Estimated Cost	Enter the estimated cost for these orders.

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued

Once you have entered the information on Accounting Line Create/Update screen, press <GO> or F1. Then press SHIFT-F6 or NEXT-PAGE. The next two screens that will come up in this transaction are Screen 7 of 8* and Screen 8 of 8*. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the officer's entitlements are for Discharge:

- Travel entitlements
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

Officer Appointment Terminated (Screen 7 of 8*)

000-00-0000   ENS   DOE, JOHN

New Servicing/Responsible PERSRU: 47400

CG HRSIC

Remarks:

A. THESE ORDERS CONSTITUTE A DISCHARGE MOVE FM (City/State) TO (City/State) .
B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY **or** SEPARATELY (DATE) **or**   WILL NOT BE RELOCATING). ACCOMPANIED **or** ALL OTHERS   TOUR
C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
D. MBR TO USE (**1 or 2**) POCS
E. OFFICIAL DISTANCE (MILES) ___ FM (last PDS) TO (new PDS) IAW JFTR U5105.
F. (INSERT EXCEPTIONS HERE)
G. AUTH DLA AT   (with **or** w/o DEPN)   RATE FOR PAYGRADE _____ IAW JFTR U5600.
H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.
I. TVL ADV AUTH $_____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.
J. AUTH $_____ ADVANCE PAY TO BE LIQUIDATED OVER ___ MOS **or** NOT REQUESTED.
K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ___ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5

Discharge (Officers), Continued

**Appointment as an
Officer Terminated
Transaction, Continued**

```
                    Officer Appointment Terminated (Screen 8 of 8*)
  000-00-0000                                      ENS              DOE, JOHN
     Remarks: (Continued)
  4.  TLE NOT AUTHORIZED
  5.  TOTAL ADVANCES AUTH:  $34.00
  E.  DEPN INFO:  KIMBERLY K.  (WIFE, DOM 87OCT16)
```

Once you have completed the information in Screen 8 of 8*, press the F6 key
and the following screen will appear:

```
                    Officer Appointment Terminated Print Menu
  A.  Print Screen.
  B.  Print Transaction Log.
  C.  Print the Form for this Transaction.
```

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Appointment as Officer Terminated transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Appointment as Officer Terminated transaction and want a printed CG-5131 on the officer, press 'C'.

Once you have completed the information in Screen 8 of 8*, and have printed
any of the selections above, press <GO> or F1. You have now completed the
Appointment as Officer Terminated transaction and are ready to complete the
Tax Mailing Address transaction.

Note: If you selected the Leave Authorization transaction, then this transaction will
appear before the Tax Mailing Address transaction. Fill the information out on the
Leave Authorization transaction and press <GO> or F1.

**Member's
Tax Mailing
Address
Transaction**
Refer to the Tax Mailing Address transaction (L6EB) in Chapter 2-A of this
manual on how to prepare this transaction. Once you have completed this
transaction, press <GO> or F1. You are now ready to complete the next
transaction you selected off Discharge Transactions (Screen 1 of 1).

Continued on next page

Discharge (Officers), Continued

How PMIS/JUMPS is effected by the Appointment as an Officer Terminated Transaction

The Appointment as an Officer Terminated transaction will close down the officer's PMIS/JUMPS account.

VERY IMPORTANT: The following are very important rules:

- If the officer is going on terminal leave, other transactions may be necessary (i.e., Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay that needs stopped after the officer has been on terminal leave for a extended amount of time). All remaining pay and allowances will be stopped automatically on the effective date of discharge.
- If the officer is **not** taking any terminal leave, then all pay and allowances will be stopped automatically on the discharge date.

Corrections and deletions to the Appointment as an Officer Terminated Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If discharge transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting correction or deletion.

Additional Transaction Information

In this event there are several other transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
Leave Accounting (L63B)	If the officer is taking terminal leave, then this transaction must be completed. The first day charged as leave will normally be the day after the member departed his/her command. The last day charged as leave will normally be the day of discharge.
Certificate of Release or Discharge from Active Duty (DD-214)	This transaction must be completed on all regular active duty officers. Refer to Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual on how to prepare this transaction.

Begin Confinement, Continued

Report
Member Placed
in Confinement
Transaction

The Report Member Placed in Confinement Transaction builds a P640 in PMIS/JUMPS. Member Placed in Confinement (Screen 1 of 1) should appear.

```
                    Member Placed in Confinement (Screen 1 of 1)
000-00-0001                        YN3               DOE, JOHN

        Effective Date: 12/01/1997     Effective Time: 1310     Type Entry:

        Select one of the Confinement Codes listed below: 1

        1. Military Facility under Military Control.
             Note:  This code will continue payment of all pay and allowances.
        (This creates Element Code 01)
        2. Military Facility under Control of Foreign Civilian Authority.
             Note:  This code will suspend all pay and allowances.
        (This creates Element Code 02)
        3. Civilian Facility under Control of Civil Authority.
             Note:  This code will suspend all pay and allowances.
        (This creates Element Code 03)
        4. Military Facility under Control of Civil Authority.
             Note:  This code will suspend all pay and allowances.
        (This creates Element Code 04)
```

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 1:

Field	Action
Effective Date	Enter the actual date the confinement began. If the member is held in civil custody while on authorized leave or liberty, the effective date is when the leave or liberty expired.
Effective Time	Enter the actual time the confinement began. **Note:** If the member is administratively transferred to HRSIC (53-66753) then the time should be five minutes after the PCS Reporting transaction.
Type Entry	This field is not updatable.
Select one of the Confinement Codes listed below	Enter one of the codes listed on the screen. The following rules apply: • When using code 1, need to verify each entitlement a member is receiving is a "proper credit".

Begin Confinement, Continued

Report Member Placed in Confinement Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 1

Field	Action
Select one of the Confinement Codes listed below, **Continued**	The following rules apply, continued: • Use of code 1 will continue payment of all pay and allowances to the member. • Member in military confinement may lose entitlement to BAS, Hardship Duty Pay-Location, Career Sea Pay/Premium, or Diving Duty Pay. See Figure 3-2, 4-2, 4-4 , and 4-5 of reference (b). • Use of codes 2 thru 4 will place member in a bad pay status (segment 57 of JUMPS) and suspend all pay and allowances.

Once you have entered the information on Screen 1 of 1, press <GO> or F1. Depart to Confinement - Endorsement on Orders (Screen 1 of 4) should appear.

Note: This screen will not appear if you did not select this transaction off of Begin Confinement Transactions (Screen 1 of 3*). If you did not select any other transactions off of Begin Confinement Transactions (Screen 1 of 3*) then you have completed the Begin Confinement event.

Departing Orders to Confinement Transaction

The following is an example of Depart to Confinement - Endorsement on Orders (Screen 1 of 4):

```
          Depart to Confinement - Endorsement on Orders (Screen 1 of 4)
000-00-0001                          YN3                    DOE, JOHN


     Departing Date:   12/01/1997   Departing Time: 1300    Type Entry:

   Duty Type Code:   2
    Endorsement No.:   01

          Authority:   _____


                       Dist   OPFAC   Unit Name
      Reporting to:   53  -  66753   USCG TRANSIENT PERSONNEL
    Nature of Duty:   4
```

Continued on next page

Begin Confinement, Continued

Reporting Orders to Confinement Transaction

The following is an example of Report to Confinement - Endorsement on Orders (Screen 1 of 1):

```
           Report to Confinement - Endorsement on Orders (Screen 1 of 1)
000-00-0001                          YN3                  DOE, JOHN
    Effective Arrival Date:  12/01/1997    Time:  1305    Type Entry:

    Duty Type Code:    2
      Reporting to:                              Nature of      Cost Center
    Dist-Opfac    Station/Place                  Duty           Code
    53   66753    USCG TRANSIENT PERSONNEL         4

                                          Interoffice Transfer?:

      Date Departed:  12/01/1997              Authorized Delay:  0000

                        Total Absence Breakdown
    TT:       PT:       AI:        AO:        CA:        NA:       DA:
```

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 1:

Field	Action
Effective Arrival Date	Enter the actual date the member reported to confinement.
Time	Enter the actual time the member reported to confinement
Type Entry	This field is not updatable.
Duty Type Code	This field is not updatable.
Nature of Duty	This field is not updatable.
Cost Center Code	This field is not updatable.
Interoffice Transfer?	This field is not updatable.
Date Departed	Enter the date the member departed for confinement (normally this is the same day as the day the member is reporting to confinement).
Authorized Delay	This field is not updatable.
Total Absence Breakdown	These fields are not updatable.

Once you have entered the information on Screen 1 of 1, press <GO> or F1. If you selected any other transaction off of the Begin Confinement Transactions (Screens 1 of 3 through 3 of 3), then that transaction should appear next. If you did not select any other transactions then you have completed the Begin Confinement event.

Continued on next page

Begin Confinement, Continued

How PMIS/JUMPS is effected by the Report Member Placed in Confinement, Transaction	The Report Member Placed in Confinement transaction accomplishes the following in PMIS/JUMPS:

- If code 1 was used on the Report Member Placed in Confinement transaction, then member will continue to receive payment of all pay and allowances. Segment 57 will be closed and opened to reflect this status.
- If one of the codes 2 thru 4 were used on the Report Member Placed in Confinement transaction, then member will be placed in a bad pay status and all pay and allowances will be suspended. Segment 57 will be closed and opened to reflect this status.
- If member is issued PCS orders to confinement, a Departing PCS transaction will automatically terminate several entitlements. Refer to "How PMIS/JUMPS is effected by the PCS Departing Transaction", page 3-A-12 of this manual.
- This transaction does not effect the PMIS screens in the PMIS Data Base.

Note: Member in military confinement may lose entitlement to BAS, Hardship Duty Pay-Location, Career Sea Pay/Premium, or Diving Duty Pay. See Figure 3-2, 4-2, 4-4 , and 4-5 of the Coast Guard Pay Manual.

VERY IMPORTANT: If member is being administratively transferred to HRSIC (53 66753) and a **total** forfeiture of pay and allowances was adjudged then a Pay Option Election Transaction should be completed on the member using Pay Option 2 - Accrue Net Pay at HRSIC. Also a submission of Stop Pay and Allowances (P625) transaction or OHA (P609) transaction may have to be completed on the member to terminate entitlements in cases where a member does not PCS, or in cases where an entitlement is not automatically terminated by a PCS transaction.

Corrections and Deletions to the Report Member Placed in Confinement Transaction	Corrections and deletions are allowed to this transaction and are completed in Transaction Review of the SDA II system.

Note: If a Report Member Placed in Confinement transaction (P640) is submitted to report military confinement awaiting trial by courts-martial (pretrial confinement) and the member is later acquitted by the courts-martial or is discharged in lieu of trial by courts-martial, this transaction must be deleted.

Return from Confinement, Continued

How PMIS/JUMPS is effected by the Return Member from Confinement, Transaction

The Return Member from Confinement transaction accomplishes the following in PMIS/JUMPS:

- This transaction will automatically resume pay and allowances that were previously stopped by the Report Member to Confinement transaction (P640) with Element Codes 02, 03, or 04. This transaction puts the member back into a good status. Segment 57 will be closed and reopened to reflect this status.
- If member is enlisted then the information on Page 5 (Contract & Service Information) of the PMIS Screens in the PMIS Data Base will be updated to show the member's new Pay Base Date, Active Duty Base Date, and Expiration of Enlistment (this information will also be set on segment 00 of JUMPS). It will also show the number of days deductible time the member has.
- If member is enlisted then the information on Page 8 (Pay Grade History) of the PMIS Screens in the PMIS Data Base will be updated to show the member's new Date of Rank.

Note: An officer's confinement is deductible for retirement and leave accrual purposes but is still creditable for Pay Base Date purposes. HRSIC (MAS) will make adjustments after this transaction has processed in PMIS/JUMPS.

VERY IMPORTANT: If the member was receiving Selective Reenlistment Bonus (SRB) payments and these payments were suspended by the Report Member to Confinement transaction (P640), a Suspend, Remove Suspension or Stop SRB transaction (P602) will have to be completed on the member to reinstitute the SRB entitlement. The PERSRU will have to contact HRSIC (MAS) so that the member's SRB installment dates can be appropriately adjusted.

Corrections and Deletions to the Return Member from Confinement Transaction

Corrections and deletions are allowed to this transaction and are completed in Transaction Review of the SDA II system.

Revert to Enlisted from Cadet (Member coming on Regular Active Duty or Reserve coming on Extended Active Duty),
Continued

Fast Path ID and Data Entry, Continued

If you selected 'Do pay entitlements need to be started' then Revert to Enlisted from Cadet Transactions (Screen 2 of 3) will appear. The following is what Screen 2 of 3* should look like:

Revert to Enlisted from Cadet Transactions Past 90 Days (Screen 2 of 3*)

000-00-000   GOODWILL, JIM

Stat	Options	Transactions

Is member entitled to

N		Aviation Pay?
N		Diving Duty Pay?
N		Hardship Duty Pay-Location?
N		Hostile Fire Pay (this month only)?
N		Hostile Fire Pay (until further orders)?
N		Tax Exclusion (this month only)?
N		Tax Exclusion (until further orders)?
N		Subsistence Pay?
N		COLA (Cost of Living Allowance)?

Note: The following message will appear at the end of the screen:
"COLA should be started most of the time. To start COLA, Enter 'Y' for option COLA. Enter data or press CANCEL to end."

Answer the prompts on screen 2 of 3* and press "GO" or F1 and screen 3 of 3* will appear.

Revert to Enlisted from Cadet Past 90 Days Transactions (Screen 3 of 3*)

000-00-0000   GOODWILL, JIM

Stat	Options	Transactions

Is member entitled to

N		Career Sea Pay and Career Sea Pay Premium (if applicable)?
N		Special Duty Assignment Pay?
N		Responsibility Pay?
N		Start a second BAH or VHA entitlement?
N		Start/Verify VHA Offset?
N		Change Rental Charge for Inadequate Govt Qtrs?
N		Flight Deck Hazardous Duty Incentive Pay?
N		Overseas Housing Allowance?
N		Civilian/Supplemental Clothing Allowance?
N		Family Separation Allowance?
N		High Pressure Chamber Hazardous Duty Incentive Pay?

Revert to Enlisted from Cadet (Member coming on Regular Active Duty or Reserve coming on Extended Active Duty),
Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Revert to Enlisted from Cadet event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Enlistment into the Coast Guard (L61B)	Required	This transaction is required for this event and must be completed.
Endorsement Orders (L68B)	Required	This transaction **must** be used when accessing the enlisted member into the Coast Guard. This transaction is used to establish the member's base dates for pay and retirement purposes.
Discharged Member from Cadet Status (P203)	Required	This transaction must be used to discharge the member from Cadet status the day prior to enlistment into the Coast Guard.
Address for Tax Purpose (L6EB)	Required	This transaction must be used to set the mailing address for the member and will have an effective date equal to the date of entry into the Coast Guard.
State Tax Information (L6EB)	Required	This transaction must be used to set the state tax information for the member and will have an effective date equal to the date of entry into the Coast Guard.
Federal Tax Information (L6EB)	Required	This transaction must be used to set the Federal tax information for the member and will have an effective date equal to the date of entry into the Coast Guard
Pay Option Election (L6GB)	Optional	This transaction **must** be used to update the member's payment option if information is available.
Change Current Enlistment Date? (D104)	Optional	This transaction must be used if the member you are enlisting was enlisted in the Coast Guard prior to attending the Academy. This transaction is used to set the original enlistment date if the effective date on the Enlistment into the Coast Guard is incorrect.
Start/Change BAH or BAQ and/or quarters assignment? (P606)	Optional	This transaction should be used when a member is eligible for BAH/BAQ upon entry into the Coast Guard.
Add or Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction must be used to enter the emergency data information on a member and to add dependents if member has dependents.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to reduce/decline SGLI coverage.

Revert to Enlisted from Cadet (Member coming on Regular Active Duty or Reserve coming on Extended Active Duty), Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Revert to Enlisted from Cadet event, if the transaction is required or optional, and when the transaction should be used, continued:

Transaction	Option	Used For
Start participation in Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to elect dependent dental coverage.
Do pay entitlements need to be started? (Multiple Transactions)	Optional	This transaction is used to start specific pay entitlements shown on screens 2 of 3* and 3 of 3* above.
Aviation Pay? (P607)	Optional	This transaction is used if the member is entitled to ACIP (Aviation Career Incentive Pay).
Diving Duty Pay? (P607)	Optional	This transaction is used if the member is entitled to Diving Duty Pay.
Hardship Duty Pay-Location? (P607)	Optional	This transaction is used if the member is entitled to Hardship Duty Pay-Location
Hostile Fire Pay? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay for one specific month.
Hostile Fire Pay? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Hostile Fire Pay continuously for 2 or more months.
Tax Exclusion? (this month only) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion for one specific month.
Tax Exclusion? (until further orders) (P607)	Optional	This transaction is used if the member is entitled to Combat Tax Exclusion continuously for 2 or more months.
Subsistence Pay? (P607)	Optional	This transaction is used to start BAS, SEPRATS or Partial BAS at the members new unit (enlisted members only).
COLA? (Cost of Living Allowances) (P607)	Optional	This transaction must be used to start either OUTCONUS or INCONUS Cost of Living Allowance.
Career Sea Pay? (P607)	Optional	This transaction is used to start Sea Pay/Time.

Revert to Enlisted from Cadet (Member coming on Regular Active Duty or Reserve coming on Extended Active Duty),
Continued

Fast Path ID and Data Entry, Continued

Listed below are the transactions that can be selected in screens 1 through 3 of the Revert to Enlisted from Cadet event, if the transaction is required or optional, and when the transaction should be used, continued:

Transaction	Option	Used For
Special Duty Assignment Pay? (P607)	Optional	This transaction is used to start Special Duty Assignment Pay (SDAP).
Responsibility Pay? (P607)	Optional	The system does not allow you to produce this transaction in this event.
Start a second BAH or VHA entitlement? (P607)	Optional	This transaction must not be used after December 31, 1997.
Start/Verify VHA Offset? (P608)	Optional	This transaction must not be used after December 31, 1997.
Change Rental Charge for Inadequate Govt Qrtrs. (P607)	Optional	This transaction is used for changes in Inadequate Government Quarters. **Note:** This transaction must only be used if member is currently in Inadequate Government Quarters. Use the BAH, BAQ, VHA and/or Quarters status change transaction (P606) to put a member in Inadequate Government Quarters.
Flight Deck Hazardous Duty Incentive Pay? (P607)	Optional	This transaction is used to start Hazardous Duty Incentive Pay.
Overseas Housing Allowance (P609)	Optional	This transaction is used to start Overseas housing allowance.
Civilian Supplemental Clothing Allowance? (P603)	Optional	This transaction is used to start/credit Civilian Supplemental Clothing Allowance.
Family Separation Housing/Family Separation allowance? (L6BB)	Optional	This transaction is used to start Family Separation Housing (FSH) and/or Family Separation Allowance (FSA).
High Pressure Chamber Hazardous Duty Incentive Pay? (P607)	Optional	This transaction is used to start High Pressure Chamber Hazardous Duty Incentive Pay.

EXHIBIT 15-A-1

Transaction Names

Table, Continued

PMIS/JUMPS Form Name	Transaction ID	Transaction Name
H605	H605	Online advance payment
	H605-Alow	Online advance pay and allowances
	H605-alowh	Advance pay and allowances paid through PMIS/JUMPS
	H605-BAQ	Online advance BAH
	H605-baqh	Advance BAH
	H605-chg or pactchg	Change monthly installment amount
	H605-col	Suspend/Restart/Wiave/Remit/Stop no-overpay Collection
	H605-crdt	Credit cancelled check or cash deposit
	H605-dep	Advance Dependency Allotment
	H605-gar	Establish garnishment or tax levy
	H605-h	Advance pay paid through PMIS/JUMPS
	H605-int	Establish monthly collection schedule with interest
	H605-OHA	Online advance OHA
	H605-ohah	Advance Overseas Housing Allowance
	H605-pay	HRSIC offline payments
	H605-pwv	Partial waiver of indebtedness change amount to collect
	H605-repay	Establish monthly collection amount
	H605-sgli	Advanced Payment of SGLI for reservists
	H605-stop	Stop open-ended garnishment
P606	P606 or padjbaq	Quarters cleared
	P606B	Quarters cleared
P607	P607-Aviat or pactavia	Aviation pay
	P607-COLA or pactcola	Cost of Living Allowance
	P607-Dive or pactdive	Diving Duty Pay
	P607-Flght or pactflt	Flight Deck Hazardous Duty Pay
	P607-Forgn or pactfrgn	Hardship Duty Pay-Location
	P607-HosTM or pacthftm	Hostile Fire Pay (this month only)
	P607-HosUF or pacthfuf	Hostile Fire Pay (until further orders)
	P607-HPC	High Pressure Chamber Hazardous Duty Pay
	P607-PBAS	Partial BAS
	P607-Resp or pactresp	Responsibility Pay
	P607-RntIQ or pactinad	New rental charge for Inadequate Quarters
	P607-Sea or pactsea	Career Sea Pay Premium

Continued on next page

EXHIBIT 15-A-1

Transaction Names

Table, Continued

PMIS/JUMPS Form Name	Transaction ID	Transaction Name
P607	P607-Specl or pactspec	Special Duty Assignment Pay
	P607-Subst or pactsubs	Subsistence Pay
	P607-TaxTM or pacttxtm	Tax exclusion (this month only) pay
	P607-TaxUF or pacttxuf	Tax exclusion (until further orders) pay
P609	P609, pact609, or padjoha	Start, Stop or Change OHA
	P609-IHA	Start or Stop Interim Housing Allowance
P612	P612	Return from confinement
P616	P616	End absence due to alcohol/drugs
P620	P620 **Note:** If there is more than one P620 on the member, then the first one will be P620_001 and the second one will be P620_002, etc....	Change BAS or Career Sea Pay due to TAD
P625	P625-ACIP	Stop Aviation Career Incentive Pay
	P625-Bpay	Stop 25% Basic Pay Increase
	P625-CCOLA	Stop CONUS COLA
	P625-COLA	Stop COLA w/o deps and Partial COLA
	P625-COLAw	Stop COLA with dependents
	P625-Crew	Stop Crew Hazardous Duty Pay
	P625-Dive	Stop Diving Duty Pay
	P625-Forgn	Stop Hardship Duty Pay-Location
	P625-HF	Stop Hostile Fire Pay
	P625-Ncrew	Stop Non Crew Hazardous Duty Pay
	P625-PBAS	Stop Partial BAS
	P625-RBAS	Stop Regular BAS
	P625-Resp	Stop Responsibility Pay
	P625-SBAS	Stop Special BAS
	P625-SDAP	Stop Special Duty Assignment Pay
	P625-Sea	Stop Career Sea Pay/Premium
	P625-Sep	Stop Separate Rations
	P625-Tex	Stop Tax Exclusion for duty in combat zone
P633	P633	Fraudulent enlistment
P640	P640	Member placed in confinement

Continued on next page

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete ADT Orders in SDA II on a reserve member.

- Purpose of the event
- Any references
- Fast Path ID and Data Entry

The following types of ADT Orders can be produced in this event:

Type of AD	Description
ADT-AT	Active Duty Training – Annual Training
IADT	Initial Active Duty for Training
ADSW-RC	Active Duty Special Work - Reserve Component
ADSW-AC	Active Duty for Training - Active Component
ADT-OTD	Active Duty for Training - Other Training Duty
APPR	Appropriate Duty

In this Section   The following topics will be discussed in this section:

ADT Orders

Purpose   This event is used to create ADT Orders on a reserve member.

Note: Do not use this event if needing to only create a Depart/Report ADT (R990) transaction without the ADT Orders. Refer to Chapter 2-B of this manual on how to create a Depart/Report ADT (R990) transaction.

References   • CG Reserve Policy Manual, COMDTINST M1001.28, Chapter 3
                     • CG Pay & Personnel Procedures Manual, HRSICINST M1000.2A, Chapter 2-C
                     • CG Pay Manual, COMDTINST M7220.29, Chapter 12

**Fast Path ID   Enter "ADT-EOE" for Fast Path ID or press "GEB" from the Main Menu
and Data   Screen in SDA II. Enter the member's SSN or last name and press <GO> or
Entry**   F1. The following screen should display:

```
                               ADT Orders
       000-00-0000                                YN3      DOE, JOHN
        Document ID      SSN        Name          Date       Status




```

Once the above screen appears, press <F3>. This will allow you to create a new set of ADT Orders on the member.

**ADT Orders   The ADT Orders transaction creates the ADT Orders (CG-5131) on a member
Transaction**   and does not create any transactions to be processed in PMIS/JUMPS. ADT
                     Orders (Screen 1 of 6) will appear.

Note: The system will allow you to produce a partially completed Depart/Report ADT (R990) transaction off of these orders, but the ADT Orders, itself, does not process in PMIS/JUMPS.

```
                        ADT Orders (Screen 1 of 6)
       000-00-0000                                   YN3     DOE, JOHN
          Effective Date:  02/01/1998            Effective Time:    0600


          Orders Type:   ADT-AT      Active Duty Training
          Consecutive:   N           Non-Consecutive
          Duty Days:     12
          Reporting Time: 0800
          Reporting Date: 02/01/1998        To Detachment date:   02/12/1998
```

Continued on next page

ADT Orders, Continued

ADT Orders Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 4 of 6, continued:

Field	Action
At	If the member is authorized to travel by LOC, enter the rate the member is entitled to per mile.
FICA %	This field is not updateable.
Gov	Enter 'Y' if the member is authorized government vehicle.
GTR	Enter 'Y' if the member is authorized a GTR.
Com	Enter 'Y' if the member is authorized a commercial vehicle.
OwnExp	Enter 'Y' if this is at owner's expense.
Clearance Level	Enter the clearance level the member is authorized (if applicable).
Distribution List	Enter the units/departments that are authorized a copy of the orders.

Once you have entered the information on Screen 4 of 6, press <GO> or F1. ADT Orders (Screen 5 of 6) will appear.

```
                         ADT Orders (Screen 5 of 6)
000-00-0000                                      YN3           DOE, JOHN
                       LSL:  0.00     Sea/Air:  0.00       Pay:  573.48
  BAS Pay:  94.44  BAH PAY:  0.00    Berthing:  0.00   Per Diem:  1200.00
POV Travel:  0.00  GTR/Com:  0.00   Loc Travel:  0.00   FICA Amt:  48.75
         Total:  1,867..92
      Remarks:
  _____
  _____
  _____
  _____
```

The following is a breakdown of the fields and the action to be taken on each field for Screen 5 of 6:

Field	Action
LSL	Enter the amount of pay the member is entitled to for Lump Sum Leave.
Sea/Air	Enter the amount of pay the member is entitled to for Sea Pay or Air Pay.
Pay	This field may already be displayed with an amount from the information entered on prior screens. If incorrect then enter the correct amount.

ADT Orders, Continued

ADT Orders Transaction, Continued

The following is a breakdown of the fields and the action to be taken on each field for Screen 5 of 6, continued:

Field	Action
BAS Pay	This field is not updatable and may display an amount from the information entered on prior screens.
BAH Pay	This field is not updatable and may display an amount from the information entered on prior screens.
Berthing	This field may already be displayed with an amount from the information entered on prior screens. If incorrect then enter the correct amount.
Per Diem	This field may already be displayed with an amount from the information entered on prior screens. If incorrect then enter the correct amount.
POV Trav	This field may already be displayed with an amount from the information entered on prior screens. If incorrect then enter the correct amount.
GTR/Com	If member was authorized a GTR or commercial vehicle then enter the cost of this.
Loc Trav	This field may already be displayed with an amount from the information entered on prior screens. If incorrect then enter the correct amount.
FICA Amt	This field displays the amount of FICA being withheld.
Total	This field is not updatable and the system will automatically figure the total amount.
Remarks	Enter any additional information that needs to be in the remarks block of the orders.

VERY IMPORTANT: If information was changed on the prior screens and the information on Screen 5 of 6 did not recalculate, then press SHIFT-F7 and the system will recalculate the information on the prior screens and will update Screen 5 of 6.

Once you have entered the information on Screen 5 of 6, press <GO> or F1.

ADT Orders, Continued

ADT Orders Transaction, Continued

The ADT Orders Accounting Line Scroller should display next.

ADT Orders Accounting Line Scroller				
000-00-0000		YN3	DOE, JOHN	
		Estimated		Project
Accounting Line		Cost	Memo	Number
2A/082 /132/90/0/RC02	/87217/2151/11/98/000	$1200.00	T/PD	
2A/082 /132/90/0/RC02	/87217/1172/72/98/000	$667.92	P/A	
2A/082 /132/90/0/RC02	/87217/122R/72/98/001	$48.75	FICA	

When this screen appears, it will show the accounting information for the orders. A set of orders may have three different accounting strings assigned to it.

- Accounting string for travel and per diem
- Accounting string for pay and allowances
- Accounting string for FICA

If the member was authorized any type of travel entitlements (i.e., per diem, GTR, etc..) then the travel and per diem accounting string will be the first string displayed and will be highlighted (will have T/PD under the 'Memo' line).

If the member was authorized any type of pay and allowances then the pay and allowances accounting string will appear below the travel and per diem accounting string (if there are no travel entitlements, then there will be no travel and per diem accounting string and the pay and allowances accounting string will be the first string displayed and will be highlighted (will have P/A under the 'Memo' line)).

If the member received basic pay then the FICA accounting string will appear below the pay and allowances accounting string (FICA will be listed under the 'Memo' line).

To update any one of the accounting strings mentioned above, highlight the accounting string you are wanting to update and then press <GO> or F1.

ADT Orders, Continued

ADT Orders Transaction, Continued

The Accounting Line Create/Update screen will appear.

ADT Orders Accounting Line Scroller
000-00-0000   YN3   DOE, JOHN
Accounting Line Create/Update
District: <u>29</u>
Appropriation Code: <u>901</u>
Limit Code: <u>108</u>
Allotment Fund: <u>30</u>
Allotment Level: 0
Program Element: <u>RC02</u>
Cost Center: <u>87217</u>
Object Class <u>117K</u>
Document ID Type: <u>72</u>
TONO Fiscal Year: <u>99</u>
Document ID Suffix: 000
Estimated Cost: <u>$1200.00</u>
Memo: <u>P/A</u>
Project Number: <u>123456</u>

The following is the action to be taken on each field.

Field	Action
District	This field should already have information in it. If the information is incorrect then enter the correct Agency and District/Region Code.
Appropriation Code	This field should already have information in it. If the information is incorrect then enter the correct three digit Appropriation Code. If the appropriation code is two digits, insert a leading zero.
Limit Code	This field should already have information in it. If the information is incorrect then enter the correct Limitation Code.
Allotment Fund	This field should already have information in it. If the information is incorrect then enter the correct Allotment Fund.
Allotment Level	This field is not updatable and is set at '0'.
Program Element	This field should already have information in it. If the information is incorrect then enter the correct Program Element.
Cost Center	This field should already have information in it. If the information is incorrect then enter the correct Cost Center code.

Continued on next page

ADT Orders, Continued

ADT Orders Transaction, Continued

The following is the action to be taken on each field, continued.

Field	Action
Object Class	This field should already have information in it. If the information is incorrect then enter the correct Object Class. The Object Class will be different for each type of accounting string (i.e., the travel and per diem accounting string's Object Class number will be different than the pay and allowances accounting string Object Class).
Document ID Type	This field should already have information in it. If the information is incorrect then enter the correct Document ID Type. The Document ID Type may be different for each type of accounting string.
TONO Fiscal Year	This field should already have information in it. If the information is incorrect then enter the correct fiscal year.
Document ID Suffix	This field is not updatable.
Estimated Cost	This field should already have information in it. If the information is incorrect then enter the correct estimated cost.
Memo	• Will be P/A if Pay and Allowances accounting string. • Will be T/PD if Travel and Per Diem accounting string. • Will be FICA if FICA accounting string.
Project Number	Enter the project number (if applicable).

Once you have updated the fields on this screen, press <GO> or F1. The system will take you back to the ADT Orders Accounting Line Scroller. Now update all the other accounting strings that were created (remember to highlight the accounting string and press <GO> or F1).

Once you have updated all the accounting strings, press SHIFT-F6 or NEXT-PAGE and the system will take you back to the ADT Orders Scroller screen.

```
                          ADT Orders
  000-00-0000                              YN3      DOE,  JOHN
  Document ID      SSN          Name       Date        Status

   98-2483RCABC   000-00-0000    DOE, J.      02/01/1998    Incomplete

```

Once the above screen appears, the transaction should be in an incomplete status. You are now ready to print the orders.

ADT Orders, Continued

How to Print the ADT Orders

To print the orders, highlight the ADT orders on the ADT Orders screen and then press the F6 key. Now press the 'B' key. This will allow you to print the orders. If the member has at least 17 years of active service, then the following question will appear: **If this member has at least 17 years of active duty (all forms), please reference ALDIST 195/97, "Retirement Sanctuary Waiver For Reserve Orders."**

Is the waiver required to print on these orders for this member? No

Enter 'Y' if a waiver is required. Now press <GO> or F1. The system will now print the orders.

- The status of this transaction will read 'Printed' vice 'Incomplete' on the ADT Orders Scroller screen if the status was 'incomplete' prior to printing.
- The status of this transaction will read 'Amended' if the status was 'Amended' prior to printing.
- The status of this transaction will read 'Done' if the status was 'Done' prior to printing.
- The status of this transaction will read 'Canceled' if the status was 'Canceled' prior to printing.

Distribution of ADT Orders

The distribution of ADT orders is as follows:
- The original is mailed to the member.
- A copy is maintained in the PERSRU files for 1 year and additional copies are mailed to the member's unit, the unit where the AD will be performed, and to the funds manager to insure a LUFS obligation is created.

How to Create the Depart/Report ADT (R990) transaction off of the ADT Orders Transaction

Once you have printed the ADT orders, you can now partially create the Depart/Report ADT (R990) transaction. Highlight the ADT orders on the ADT Orders screen and then press SHIFT-F7. The system will let you know when the R990 transaction has been successfully created.

Note: The system will not let you create a Depart/Report ADT (R990) transaction off of the ADT orders, if the ADT orders are **not** in a 'Printed', 'Amended' or 'Done' status. If the orders are in an 'Incomplete' status then you must complete the ADT orders and print the transaction. An R990 must be generated when ADT orders are printed, if the ADT is consecutive.

Once the R990 transaction has been created, you will have to go to the Depart/Report ADT (R990) transaction and complete the rest of the transaction (the system can only partially create the R990 transaction because some of the information on the R990 transaction is not asked on the ADT orders transaction). Refer to Chapter 2-B of this manual on how to get to the Depart/Report ADT (R990) transaction in SDA II and how to complete it.

ADT Orders, Continued

How to Amend ADT Orders

Follow the steps below, if wanting to amend an existing set of ADT Orders:

Step	Action
1	Enter 'ADT-EOE' for Fast Path ID or press 'GEB' from the Main Menu Screen in SDA II.
2	Enter the member's SSN or last name and press <GO> or F1.
3	Highlight the ADT orders you want to amend and press <GO> or F1. **Note:** You can only amend orders that are in a 'Printed', or 'Done' status. The system will not let you amend orders that are in an 'Incomplete' status.
4	If the orders are in a 'Printed' status, the system will ask you if you have mailed the orders already, press 'Y' for YES, then press <GO> or F1. The system will now ask you if you want to amend the orders, press 'Y' for YES. Now press <GO> or F1. The following screen will appear. ADT Orders Amendment (Screen 1 of 2) 000-00-0000 YN3 DOE, JOHN Subject orders are amended as follows: _____ _____ _____ _____ _____
5	Enter the amendment information on the screen above. Once you have completed entering the amendment information, press <GO> or F1. The following screen will appear. ADT Orders Accounting Line Scroller 000-00-0000 YN3 DOE, JOHN Estimated Project Accounting Line Cost Memo Number 2/A/901 /108/30/0/RC02 /87217/2151/11/99/000 $1200.00 T/PD 2/A/901 /108/30/0/RC02 /87217/117K/72/99/000 $667.92 P/A 2/A/901 /108/30/0/RC02 /87217/122R/72/99/001 $48.75 FICA
6	To amend any of the information above, highlight the accounting string you are wanting to amend and press <GO> or F1.
7	Now change any of the accounting information you are wanting to change and then press <GO> or F1.
8	The system will take you back to the ADT Orders Accounting Line Scroller. If you are wanting to change any other accounting string, repeat steps 6 and 7.

ADT Orders, Continued

How to Amend ADT Orders, Continued

Follow the steps below, if wanting to amend an existing set of ADT Orders, continued.

Step	Action
9	Once you have completed the ADT Orders Accounting Line Scroller, press SHIFT-F6 or NEXT-PAGE and the system will take you back to the ADT Orders screen. The status of the ADT orders you just amended should read 'Amended'.
10	Now press the F6 key to print the amendment letter. You have now completed amending the original orders. **Note:** The status of the amended orders will change from 'Amended' to 'Done' when the System Administrator runs the DAFIS Interface program.

How to Cancel a Set of ADT Orders

Follow the steps below, if wanting to cancel an existing set of ADT Orders:

Step	Action
1	Enter 'ADT-EOE' for Fast Path ID or press 'GEB' from the Main Menu Screen in SDA II.
2	Enter the member's SSN or last name and press <GO> or F1.
3	Highlight the ADT orders you are wanting to cancel and press the F10 key. **Note:** You can only cancel orders that are in a 'Done' status. The system will not let you cancel orders that are in an 'Incomplete', 'Amended', or 'Printed' status.
4	The system will ask you if you want to cancel the orders, press 'Y' for YES. Now press <GO> or F1. The following screen will appear. ADT Orders Cancellation (Screen 1 of 1) 000-00-0000 YN3 DOE, JOHN Subject orders are canceled for the following reason: _____ _____ _____ _____
5	Enter the reason the orders are being canceled.
6	Now press <GO> or F1. The system will take you back to the ADT Orders screen. The status of the ADT orders you just canceled should read 'Canceled'.
7	Now press the F6 key to print the canceled letter. You have now completed canceling the original orders.

ADT Orders, Continued

How to Delete an Erroneous Set of ADT Orders

Follow the steps below, if wanting to delete an erroneous set of ADT orders.

Step	Action
1	Enter 'ADT-EOE' for Fast Path ID or press 'GEB' from the Main Menu Screen in SDA II.
2	Enter the member's SSN or last name and press <GO> or F1.
3	Highlight the ADT orders you want to delete and press the F10 key. Follow the rules below:

If	Then
Orders are in an 'Incomplete' status	The system will ask you if you want to delete the highlighted record, press 'Y' for YES. Then press <GO> or F1. The system will now delete the ADT orders.
Orders are in a 'Printed' status	The system will ask you if you have mailed the orders out already. • Enter 'Y' for YES, if orders were already mailed out to the member already. Now press <GO> or F1. You will have to cancel the orders. The system will not allow you to delete the orders. Refer to steps 5-7 on the prior page on how to cancel a set of ADT orders. • If orders were not mailed out to the member, then leave the field at 'No'. Press <GO> or F1. The system will now ask you if you want to delete the highlighted record. Press 'Y' for YES. Then, press <GO> or F1. The system will now delete the erroneous set of orders.
Orders are in an 'Amended' status	These type of orders cannot be deleted. They will have to be canceled (if erroneous).
Orders are in a 'Done' status	These type of orders cannot be deleted. They will have to be canceled (if erroneous).
Orders are in a 'Canceled' status	These type of orders cannot be deleted.

Continued on next page

ADT Orders, Continued

ADT History
Maintenance

The system allows you to view any of the ADT orders that were produced in SDA II on a member. You can do this by following the steps below:

Note: You may only view ADT orders on a member that are in a 'Done', 'Printed', 'Amended' or 'Canceled' status.

Step	Action
1	Enter 'ADTHIST' for Fast Path ID or press 'GEF' from the Main Menu Screen in SDA II.
2	Enter the member's SSN or last name and press <GO> or F1.
3	Highlight the ADT orders you want to view and then press SHIFT-F7. You may now view each screen by pressing <GO> or F1 through each screen (you will have to press SHIFT-F6 or NEXT-PAGE if on a scroller screen).

DAFIS
Interface

To allow the ADT orders to go from a 'Printed' or 'Amended ' status to a 'Done' status, the DAFIS Interface program must be ran. The DAFIS to LUFS interface may be accessed through the System Administration Menu.

Note: The DAFIS to LUFS interface is an accounting data reconciliation program for all ADT orders created in SDA II. This program produces a file (in the directory the System Administrator specifies) that shall be run weekly and emailed to the ISC funds manager.

IDT Drills, Continued

How to create IDT Drill transactions (R985s) for members Assigned to a drill group, continued

Follow the steps below to create IDT Drill transactions (R985s), continued:

Step	Action
6	The following screen will appear (example). Reserve IDT Drill Groups District OPFAC Group/Section Name 53 47400 HRSIC1 53 47400 HRSIC2 Highlight the drill group you are wanting to complete the partially created IDT Drill transactions (R985s) on and press \<GO\> or F1.
7	The following screen will appear (example). Reserve Group 53/47400 - HRSIC1 SSN Name Drill Date Began Time End Time Md Cd Md Cd Duty Type SEP RATS R985 000-00-0000 B IAMGOOD 06/13/1998 0800 1600 AD AD N 000-00-0001 C IAMGOOD 06/13/1998 0800 1600 AD AD N 000-00-0002 D IAMGOOD 06/13/1998 0800 1600 AD AD N 000-00-0003 E IAMGOOD 06/13/1998 0800 1600 AD AD N 000-00-0004 F IAMGOOD 06/13/1998 0800 1600 AD AD N 000-00-0005 L IAMGOOD 06/13/1998 0800 1600 AD AD N If you notice, the system created a IDT drill for each member assigned to the drill group. Now all you have to do is highlight each member, press \<GO\> or F1 and add the Duty Type code, SEPRATS code and change the field 'R985' to 'Y' for YES. Do this for each member who performed a IDT drill. **Note 1:** The system will allow you to change the drill date if necessary and the Mode Codes. You can do this when you are adding the Duty Type code, SEPRATS code and changing the field 'R985' to 'Y' for YES. **Note 2:** If the system created a IDT drill for a member in the drill group that did not drill, then all you have to do is highlight that member and press the F10 key. The system will allow you to delete the IDT drill on the member. **Note 3:** The system will also allow you to enter new IDT drills for members not in the drill group.
8	Once you have updated all the members on the screen above, press SHIFT-F6 or NEXT-PAGE. Now press the F9 key. You have now created a R985 transaction for each member you updated in the prior screen and the Auditor may approve the R985 transactions in Review and Approval.

Section Overview

Introduction   This section will show you how to produce reports and rosters in SDA II.

In this Section   The following reports and rosters will be discussed in this section:

Topic	Fast Path ID	Menu Option	See Page
Allotment Information Report	AIR	CMK	17-A-2
BAH/BAQ Information Report	BIR	CF	17-A-5
Blanket Allotment Code Report	Blanket	CMMC	17-A-7
Completed and in-Process Transactions	rptstat	CG	17-A-8
Cost Center Code Report	CCCBCNR	CMH	17-A-10
Data Base Roster	DB	CMA	17-A-12
Dependents Reaching 21 Report	LglAge	CMME	17-A-14
Duty Status Report	duty	CL	17-A-15
Expiration of Enlistment Report	rptexp	CD	17-A-16
Extension/Re-extension Verification Report	ERVR	CMF	17-A-18
Good Conduct Report	cndct	CK	17-A-20
Home of Record Information Report	HRIR	CMI	17-A-22
Identify Member by Dependent Birth Date	baq_id	CJ	17-A-24
Member Weight Report	None	CMB	17-A-25
Minority Designator Report	MDR	CMC	17-A-27
Non-Rate Report	nonrate	CI	17-A-29
Pending Incoming PCS Transfer Report	PIPCSTR	CME	17-A-31
Pending SOI Report	rptexpen	CC	17-A-33
Personnel Data Information (PDIF)	rptpdif	CB	17-A-34
Personnel Transaction Log	rptptlog	CA	17-A-55
Physical Information Report	PIR	CMMA	17-A-56
Reserve Anniversary/Screening Report	RASR	CMG	17-A-58
School Completion Information Report	SCIR	CML	17-A-60
Sea Duty/Sea Pay Premium Report	SEARPT	CMMB	17-A-62
Separation Report	rptsep	CE	17-A-63
SGLI Roster	SGLIR	CMJ	17-A-65
SRB Page 7 Report	SRBP7	CMMD	17-A-67
Unit Roster	unit	CMD	17-A-68

Allotment Information Report

Purpose   This is a report that allows the user to query the system to see:

- Allotment information on a member

Information   This report provides the following information on a member:
Provided

- SSN (last four digits)
- Last name
- First name and middle initial
- Rank
- Allotment Purpose Code
- Allotment Monthly Deduction Amount
- Allotment Number
- Allotment Blanket Code

Fast Path ID   Enter "AIR" for Fast Path ID or press "CMK" from the Main Menu Screen in SDA II.

Data Entry   Once you have entered into the screen for this report, the following fields should be entered and the action to be taken on each field:

Field	Action
Unit	Enter a specific OPFAC for a unit you are wanting to produce the report for **OR** enter "ALL" if you want to produce a report for all units that your PERSRU services. Press <GO> or F1.
Allotment Type	Enter one of the following allotment purpose codes: **B1** Purchase of U. S Savings Bond **C2** Charitable Contrib. To Combined Fed Campaign Fund **D1** Support of Dependents (Not to a blanketpayee) **D2** Support of Dependents (to blanket payee) **D3** Support of Dependents (EFT)

Note: Individual allotments to type "H1", "I1", "L1", "O1", "S1", or "D1" are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company).

Allotment Information Report, Continued

Data Entry,
Continued

Once you have entered into the screen for this report, the following fields should be entered and the action to be taken on each field, continued:

Field	Action
Allotment Type, Continued	**H1** Repayment of Home Loan (Not to a blanket payee) **H2** Repayment of Home Loan (to blanket payee) **H3** Repayment of Home Loan (EFT) **I1** Commercial Life Insurance (Not to a blanket payee) **I2** Commercial Life Insurance (to blanket payee) **I3** Commercial Life Insurance (EFT) **L1** Loan Repayment (Not to a blanket payee) **L2** Loan Repayment (to blanket payee) **L3** Loan Repayment (EFT) **M2** Navy Mutual Aid Insurance **M3** Navy Mutual Aid Insurance (EFT) **N1** NSLI and/or USGLI **O1** Legal Allotment (Not to blanket payee) **O2** Legal Allotment (To blanket payee) **O3** Legal Allotment (EFT) **S2** Payment to Financial Institution **T1** Repayment of indebtedness to US Gov't or Trustee **X2** Payment of dues to Coast Guard Assoc. **OR** Enter "ALL" if requesting a report showing all Allotment codes. Press <GO> or F1.

Note: Individual allotments to type "H1", "I1", "L1", "O1", "S1", or "D1" are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company.

(Continued on next page)

Allotment Information Report, Continued

Data Entry, Continued	Once you have entered into the screen for this report, the following fields should be entered and the action to be taken on each field, continued:

Field	Action
Blanket Code	Enter a specific blanket code or "ALL" if requesting a report showing all blanket codes. Press <GO> or F1. **Note:** If you need a list of current blanket codes, see the Blanket Allotment Code Report on page 17-A-7 of this section.
Sort by	This report allows the user to sort by member's Last Name, Purpose Code, or by Blanket Code. Press <GO> or F1.
Report's Destination	If sending the report to a printer, in brackets put the printer name (i.e., [canon.spb]). **Note:** The printer name should already be displayed in this block. If sending the report to a file, enter the directory name and file name (i.e.,<directory name>file name (no spaces)). Press <GO> or F1.

Need to Know Information	None

Personnel Data Information File (PDIF), continued

The following is a breakdown of each field on the PDIF:

Member's Last Name	Member's last name, e.g., "HUSKEY" for Michael L. Huskey.
Member's First Name	Member's first name, e.g., MICHAEL.
Member's Middle Initial and 2ND Middle Initial	Member's first middle initial or first letter of first middle name, e.g., P for John Paul George Smith.
Member's Name Suffix	Suffix to member's name, e.g., JR, SR, III.
Member's Sex	M - Male F - Female
Birth	Member's birth date.
Height	Member's height.
Weight	Member's current weight. If weight information is not being updated on member, this information could be old.
Member Type	A three character alpha code to identify the member by type (such as commissioned officer, warrant officer, enlisted or cadet); by component (regular or reserve); and by type of duty (special active duty, extended active duty, or active duty for training).

Type	Description
PZA	Aviation Cadet
Blank	Aviation Cadet Reserve
PEZ	Coast Guard Academy Cadet
FEC	Coast Guard Recruiting Initiative for the Twenty First Century (CGRIT) Candidate
NEZ	Delayed Enlistment
TOZ	NOAA Commissioned Officer
TOR	NOAA Commissioned Officer Recalled to Active Duty
TOJ	NOAA Commissioned Officer Retired With Pay
AEO	Officer Candidate Regular
FEO	Officer Candidate Reserve
AOZ	Regular Active Duty Commissioned Officer
AEZ	Regular Active Duty Enlisted

Continued on next page

Personnel Data Information File (PDIF), continued

Member Type (Continued)

Type	Description
AWZ	Regular Active Duty Warrant Officer
ROJ	Regular Commissioned Officer Retired With Pay
REJ	Regular Enlisted Retired With Pay
RWJ	Regular Warrant Officer Retired With Pay
IOZ	Reserve Commissioned Officer Individual Ready Reserve
FOG	Reserve Commissioned Officer on Active Duty for Special Work - Active Component (GE140dys)
FOD	Reserve Commissioned Officer on Active Duty for Special Work - Reserve Component (GE140dys)
FOB	Reserve Commissioned Officer on Extended Active Duty
LOK	Reserve Commissioned Officer Retired Awaiting Pay at 60
LOJ	Reserve Commissioned Officer Retired with Pay
LOZ	Reserve Commissioned Officer Retired Without Pay
JOL	Reserve Commissioned Officer Standby Active
JOM	Reserve Commissioned Officer Standby Inactive
IEZ	Reserve Enlisted Individual Ready Reserve
FEC	Coast Guard Recruiting Initiative for the 21st Century (CGRIT) Candidate
FEG	Reserve Enlisted on Active Duty for Special Work - Active Component (GE140dys)
FED	Reserve Enlisted on Active Duty for Special Work - Reserve Component (GE140dys)
FEE	Reserve Enlisted on Active Duty for Training - Other Training Duty (GE140dys)
FEB	Reserve Enlisted on Extended Active Duty
FEH	Reserve Enlisted on Initial Active Duty for Training
LEK	Reserve Enlisted Retired Awaiting Pay at 60
LEJ	Reserve Enlisted Retired with Pay
LEZ	Reserve Enlisted Retired Without Pay
JEL	Reserve Enlisted Standby Active
JEM	Reserve Enlisted Standby Inactive
IWZ	Reserve Warrant Officer Individual Ready Reserve
FWG	Reserve Warrant Officer on Active Duty for Special Work - Active Component (GE140dys)
FWD	Reserve Warrant Officer on Active Duty for Special Work - Reserve Component (GE140dys)
FWE	Reserve Warrant Officer on Active Duty for Training - Other Training Duty (GE140dys)
FWB	Reserve Warrant Officer on Extended Active Duty
LWK	Reserve Warrant Officer Retired Awaiting Pay at 60
LWJ	Reserve Warrant Officer Retired with Pay
LWZ	Reserve Warrant Officer Retired Without Pay
JWL	Reserve Warrant Officer Standby Active
JWM	Reserve Warrant Officer Standby Inactive
ROR	Retired Active Duty Commissioned Officer Recalled to Active Duty
RER	Retired Active Duty Enlisted Recalled to Active Duty
RWR	Retired Active Duty Warrant Officer Recalled to Active Duty
LOR	Retired Reserve Commissioned Officer Recalled to Active Duty
LER	Retired Reserve Enlisted Recalled to Active Duty
LWR	Retired Reserve Warrant Officer Recalled to Active Duty
HOZ	Select (drilling) Reserve Commissioned Officer
HEZ	Select (drilling) Reserve Enlisted
HWZ	Select (drilling) Reserve Warrant Officer
VOZ	USPHS

Personnel Data Information File (PDIF), Continued

Rank   Member's date of rank.

Minority Code   A one character code to identify the racial or ethnic group of which the member is considered to be part of.

Code	Designation
1	Black
2	Hispanic (includes persons of Mexican, Puerto Rican, Cuban,
	Central and South American, or other Spanish origin or culture
3	regardless of race)
4	American Indian (including Alaskan natives)
5	Asian (including Pacific Islanders)
	All others (e.g., White/Caucasian, etc.)

BAH Code   A one-character code to indicate the type of BAH to which a member is entitled

Code	MEANING	ENTITLED TO BAH
A	With dependents; member and/or dependents assigned adequate CG-owned family quarters.	No
B	With dependents; member and/or dependents assigned adequate CG-leased family quarters.	No
C	With dependents; member and/or dependents assigned adequate DOD-owned family quarters.	No
D	Without dependents, or with spouse in service and no other dependents; member assigned adequate CG-owned single quarters (barracks or shipboard berthing).	Yes (Partial)
E	Without dependents, or with spouse in service and not other dependents; member assigned adequate CG leased quarters; CG-owned family quarters, or DOD-owned family quarters.	No
F	Without dependents; or with spouse in service and no other dependents; member assigned DOD-owned single quarters (barracks or shipboard berthing).	Yes (Partial)
G	Without dependents; member not assigned government quarters.	Yes (Without Dependents)
H*	Spouse in Service and no other dependents; member not assigned government quarters.	Yes (Without Dependents)
I	With dependents; member assigned inadequate CG-owned family quarters; checkage for rental charge.	Yes
K	With dependents; member assigned inadequate DOD owned family quarters; checkage for rental charge.	Yes
L**	With dependents; member not assigned government quarters.	Yes

(Continued on Next Page)

Personnel Data Information File (PDIF), Continued

BAH Code, Continued

A one-character code to indicate the type BAH to which a member is entitled, continued:

Code	MEANING	ENTITLED TO BAH
M	Without dependents; or with spouse in service and no other dependents; member assigned inadequate CG-owned quarters; checkage for rental charge.	Yes (Without Dependents)
N	Without dependents; or with spouse in service and no other dependents; member assigned inadequate DOD-owned quarters; checkage for rental charge	Yes (Without Dependents)
O	BAH, adequate quarters, segments have been closed by the PERSRU. Member failed to verify dependency data.	No
P	BAH Diff rate solely for child support which started on or after 5 DEC 91; member assigned to CG owned single quarters, DOD owned single quarters, (barracks or shipboard birthing).	Yes (BAH Diff)
Q	BAH Diff rate solely for child support which started on or after 5 DEC 91; member assigned to CG single leased quarters.	Yes (BAH Diff)
R	BAH Diff rate solely for child support on or after 5 DEC 91; without dependents living with them and member not assigned government quarters.	Yes (BAH Diff & BAH W/O)
S	With dependents; member drawing BAH at the with dependent rate on 4 DEC 91 due to child support payments, while assigned to single type government quarters on that date. Refer to section 3-D-15, Coast Guard Pay Manual, COMDTINST M7220.29 (series) for exceptions. Input by HRSIC only.	Yes
X	Entitlement to BAH terminated (separation).	No
Y	Entitlement to BAH terminated (departed PCS, no dependents).	No
Z	Entitlement to BAH terminated (BAH with dependents stopped via CG-4170 with no dependents).	No
Blank	Entitlement to BAH has not started (newly accessed).	No

BAH

Begin date of BAH entitlement.

Personnel Data Information File (PDIF), Continued

Numerical Oper	What score the member received on this portion of the test.
General Science	What score the member received on this portion of the test.
World Knowledge	What score the member received on this portion of the test.
Coding Speed	What score the member received on this portion of the test.
Auto & Shop	What score the member received on this portion of the test.
Math Knowledge	What score the member received on this portion of the test.
Mechanical Computation	What score the member received on this portion of the test.
Electrical Information	What score the member received on this portion of the test.
Verbal	What score the member received on this portion of the test.

Edu Cd   A one character alpha/numeric code indicating, in a member's education, the highest grade completed and or obtained.

Code	Level
1	Grammar School - Non-GED
2	1 year of high school - Non-GED
3	2 years of high school - Non-GED
4	3 or 4 years of high school - Non GED
5	High School graduate
6	1 year of college
7	2 years of college
8	3 or 4 years of college
A	Associate Degree
B	College graduate (BS or BA degree)
D	Doctorate degree (PHD/DCS)
M	Master degree or equivalent not indicated elsewhere
X	Certificate of Completion/Attendancce
Y	Graduate Equivalency Diploma (GED)

Personnel Data Information File (PDIF), Continued

Edu Cd,
Continued

A one character alpha/numeric code indicating, in a member's education, the highest grade completed and or obtained, continued:

Code	Level
*C	Professional Certification (e. g., CPA, CPM)
G	Graduate work of one year or more, without degree
*P	Professional Degree (e.g., Navel Architect)
*T	Other non-degree professional training not covered

* **NOT** an "Educational Level Code". These four codes are ONLY for "Degree Information"

Exam Board
OPFAC

This seven digit district/unit OPFAC number identifies where the next servicewide exam will be administered.

Qual Test

This is the enlisted initial qualification test name.

Score

This is the enlisted initial qualification test score. Which is the score of test taken at time of enlistment.

SWE

This is the servicewide exam specialty. The enlisted rank and rate to which the commanding officer has approved a lateral change in rating for paygrades E4 - E6, or for a non-rated member to participate in the exam for advancement to E-4.

CWO Spec

The CWO Specialty for which the commanding officer is recommending the candidate for the board.

Rating	Warrant Specialty
Aviation Maintenance Technicians (AVT)	Aviation Engineering (AVI)
Aviation Electrician's Mate (AE)	
Musician (MU)	Bandmaster (BNDM)
Boatswain's Mate (BM)	Boatswain (BOSN)
Marine Science Technician (MST)	
Quartermaster (QM)	
Radarman (RD)	
Telecommunications Specialist (TC)	Communications (COMM)
Avionics Technicians (AVT)	Electronics (ELC)
Electronics Technician (ET)	
Telephone Technician (TT)	

Continued on Next Page

Personnel Data Information File (PDIF), Continued

CWO Spec, Continued

The CWO Specialty for which the commanding officer is recommending the candidate for the board, continued:

Rating	Warrant Specialty
Storekeeper (SK)	Finance and Supply (F & S)
Food Service Specialist (FS)	
Damage Controlman (DC)	Material Maintenance (MAT)
Aviation Survival Technicians (AST)	
Health Services Technician (HS)	Medical Administration (MED)
Electrician's Mate (EM)	Naval Engineering (ENG)
Machinery Technician (MK)	
Yeoman (YN)	Personnel Administration (PERS)
Investigator (IV) (Reserve Rating)	Port Safety and Security (PSS)
Port Securityman (PS) (Reserve Rating)	
Photojournalist (PA)	Public Information (INF)
Fire Control Technician (FT)	Weapons (WEPS)
Gunner's Mate (GM)	

OAR Score

The score the member last achieved on the Officer Aptitude Rating (OAR) Test.

CWO OAR

The date the member last took the Officer Aptitude Rating (OAR) test.

Phys Exam

The date the member was last physically examined.

Phys Exam Cd

A one-character alpha code to indicate the result of the member's last physical condition.

For regular Coast Guard Members:

Code	Meaning
A	Qualified by periodic exam
D	Qualified for discharge/retirement/RELAD
N	Not Qualified
O	Qualified for overseas/sea duty assignment
T	Temporarily Disqualified

For reserve Coast Guard members:

Code	Meaning
N	Not Qualified
P	Permanent Waiver
Q	Qualified
W	Temporary Waiver

Continued on next page

Personnel Data Information File (PDIF), Continued

Med Review	This is the date the Medical Admin Reviewer acted upon the physical exam.
Diver Lapse	This is the date on which a member's diving qualification expires. If a member does not requalify, dive pay will automatically terminate this date.
Reserve CAT	Indicates the training and pay category to which the reserve member has been assigned.
Cumltv Sea	This is the amount of cumulative sea time the member has.
Sea Pay Prem Date	This is the date the member became eligible for Career Sea pay premium and can be updated in the Member's Locally Created Data transaction on Miscellaneous Menu II in SDA II, a system maintained by the PERSRU.
Medal/Award code	A two-character alpha code to indicate the type of award.
Medal/Award name	The name of the award.
Award date	The date the award was approved.
Qualification code	A two-character alpha/numeric code to identify specific qualifications held by enlisted personnel.
Effective	The date the member became qualified for the qualification code.
School Code	A six-character numeric code to indicate the service school completed by the member.
Course	A description of the school completed by the member.
Completed	The date the member completed the school.
Language	This shows what foreign languages the member can speak or write.
Training Data	No information is provided in this field.
First name of dependent/non-dependent	Self Explanatory

Continued on next page

SRB Page 7 Report

Purpose   This is a report that allows the user to query the system to show:

- Members who are coming up to their 6TH, 10TH, and 14TH Anniversary month.

Information   This report provides the following information on the member:
Provided
- OPFAC
- Active duty base date
- Active duty termination date
- SSN (last four digits)
- Name

Fast Path ID   Enter "SRBP7" for Fast Path ID or press "CMMD" from the Main Menu Screen in SDA II.

Data Entry   Once you have entered into the screen for this report, press the space bar, the following field should be entered and action to be taken on this field:

Field	Action
Month	Enter a two digit character for the month you are requesting (i. e., if you are wanting to find out all members who meet their 6TH, 10TH, or 14TH Anniversary date for the month of May then enter 05).
	When month selected is prior to current month the system will automatically apply the following year. For example, the system will base the report on January 1998 and call the years 1993, 1989, and 1985 when the current month is December of 1998 and January is selected.
	Note: This report will be filed in your <sdarpt>directory and will be called srb.rpt-Date-Time. Press <GO> or F1.

Need to Know   None
Information

Unit Roster

Purpose   This is a roster that allows the user to query the system to show:

- A listing of members that are attached to a particular unit

Information   This roster provides the following information on a member:
Provided

- SSN (last four digits)
- Last name, first name
- MI
- Rank
- Rank date
- Reporting date
- Rotation date
- Birth date
- Active duty base date
- Active duty termination date
- Expected loss date
- Member Type

Fast Path ID Enter "unit" for Fast Path ID or press "CMD" from the Main Menu Screen in SDA II.

Data Entry   Once you have entered into the screen for this roster, the following fields should be entered and the action that needs to be taken for the field:

Field	Action
Unit	Enter a specific OPFAC for a unit you are wanting to produce the roster for **OR** enter "ALL" if you want to produce a roster for all units that your PERSRU services.
Sort by	Roster can be sorted by member's last name, date of rank, report date, birth date, active duty termination date, and member. Once information is entered, press <GO> or F1.

Continued on Next Page

Section Overview

Introduction   This section will provide you with information pertaining to processes of the SDA II database.

In this section   The following topics will be discussed in this section:

Processes

Processes   The following key processes will be explained in this section:

- Data Transmission
- General Data Transmission Information
- Data Transmission Troubleshooting
- Resetting a Transmittal
- PERSRU to PERSRU File
- Reports
- Updates
- Update Troubleshooting
- Directory Cleanup
- Security File Maintenance
- Site File Maintenance
- DAFIS Interface
- Printer Assignment Maintenance
- Remarks Maintenance
- User ID Administration
- Run Adhoc Routine
- Purge Transaction History
- Security
- Database Maintenance

Data   The Data Transmission event allows a user to transmit A-record data and
Transmission   member information that has been completed since the last transmission to
HRSIC. The Data Transmission event is located in the System
Administration Menu (H-A from the Main Menu in SDA II). The following
should be considered when running this event:

- The Data Transmission event should be run at least daily.
- You must be in Context Manager and should only have SDA II open.
- You should not complete the Data Transmission event on a terminal with a
  printer attached. Running it from the Master Workstation is advised.
- You may complete the Data Transmission event while other users are in
  SDA II.
- You must have a mail user consisting of your Dist/RU (i.e., HRSIC
  PERSRU is 53-47400-02, their mail user is 5302) in order to receive CP1
  Reports, special downloads, and system upgrades.
- You must have a number directory as outlined on page 18-E-4.

Continued on next page

Processes, Continued

General Data Transmission Information

The Data Transmission event uses the Send Mail Message command and the CG Data Network to transfer files to HRSIC. See Utilities (Section 18-E of this chapter) for further explanation of compression utilities. Once you proceed from the initial Data Transmission screen, a series of status messages will be displayed alerting you to the status of the data transmission.

The first status message lets you know that the system is verifying the existence of the Mailman.config file. The Mailman.config file contains a list of valid mailcenters and resides in your [sys]<sys> directory. When changes are made to this file, the Mailman Receive server must be deinstalled and reinstalled from the master. The second status message lets you know that the system is assigning the mail transfer variables. Once the system has assigned the mail transfer variables, the SDA II Mail Transfer information screen will be displayed with the mail transfer variables displayed. A typical Mail Transfer Information screen will look like this:

```
               SDA II Mail Transfer Information

    Mail Transfer delay is 0000 minutes and 15 seconds.
    Transmission File's Prefix:  SDA
    Sending Directory:        [!D1]<SDASend>
    Archiving Directory:      [!D1]<SDASendArc>
    Status Directory:         [!D1]<SDASendLog>
    Rejected Directory:       [!D1]<SDASendRej>
    Temporary Directory:      [!D1]<SDATemp>


    Origin OPFAC:  36249S   Destination OPFAC:  47400S
    Note:  See Section 18-D for an explanation of the
    above and other directories used in SDA II.
```

At this point in the process, the system will search for all transactions marked "Approved" with an effective date on or before the day of transmission as listed on Screen 3 of 3 in Review and Approval (the system will also send certain transactions no matter what the effective date is). During the transmittal process, SDAII will use Context Manager to access CTOS Executive to write the .xim file then Email it to HRSIC using the Send Mail Message command. Once emailed, the file is then moved to your SDASENDARC/TLCSENDARC directory.

Processes, Continued

General Data Transmission Information, Continued

Prior to completion of the transmittal build, a cover sheet listing all transactions included in the transmittal will be sent to the designated printer and the SDARPT directory as a TRANXXX file.

A message will be displayed once the Data Transmission event is complete.

<u>Very Important</u>

To ensure your transmittal(s) have been received by HRSIC you must check the CP1 menu in PMIS/JUMPS Online Inquiry.

Data Transmission Troubleshooting

The following is a description of common problems associated with the Data Transmission Event:

- If you receive the message "No data to transmit", there may not be any approved transactions with valid effective dates on Screen 3 of 3 in Review and Approval.
- If you do not see "Open, Write, Close Successful" or if you do see the message and don't see the next part of the process, the XIM Implode routine, then the ISAM may not be installed.
- A directory or system volume may be full or password protected. Check by using the Volume Status command with details (requires volume password). Any SDA II related directory close to full or the protection level is not 15 is suspect.
- If you don't see XIM Implode compressing the transmittal the XIM Implode command is missing or the run file is incorrect. To check the command, at the Executive bar type XIM Implode and press <return>. If you have the command, press Help. The run file should be [D0,D1,etc.]<sda-dev>implode.run.
- You may encounter a swapping error. If so, then inform your IRM support to resolve the swapping errors.
- If your transmittals do not show on the CP1 report, you may not have the Send Mail Message command or it may be configured wrong.

Resetting a Transmittal

When the Data Transmission event is abnormally terminated, it may be necessary to RESET a transmittal. When a transmittal is reset, the status of all transactions that would have been on the transmittal (had it successfully processed) are reset from "Transmitted" in Transaction Review back to "Approved" in Review and Approval. After the reset routine is run, simply run another Data Transmission event.

Processes, Continued

Resetting a Transmittal, Continued

Things to remember when resetting a transmittal:

- The transmittal number that was reset will be skipped and reflected as such on the CP1 Report from MAS-T5/HRSIC.

There are two adhocs available to reset transmittals:

- **adhoc/reset_by_ssn.r** - the preferred and quickest adhoc if you have the transmittal cover sheet (check the printer or <sdarpt>TRANXXX (where XXX is the transmittal number)). You will be prompted for the transmittal number, transmittal date and the SSNs of the transactions needed to be reset as well as the transmittal date and transmittal number.
- **adhoc/reset.r** - will prompt you for the transmittal number and transmittal date. This adhoc could take a great deal of time to run and is only recommended when you do not have the transmittal cover sheet.

PERSRU to PERSRU File

The PERSRU to PERSRU files (transaction history on a member) are sent to gaining PERSRUs via HRSIC upon transmission of a PCS Departing event, A D100 event, and a Recreate PERSRU to PERSRU event. It is very important that these files reach their destination. Items to consider concerning this.

- A typical PERSRU to PERSRU file would look like this, upon creation, at the departing PERSRU:

SDA47000136271S97200123.XIM

SDA	Indicates the file came from an SDA II site. If the site was a TLC site prior to installation of SDA II, this would be TLC vice SDA.
470001	Indicates the destination SDA II site. In this case, ISC Boston.
36271A	Indicates the sending site. In this case, Group Astoria.
97	Indicates the file was built in 1997.
200	Indicates the file was built on July 19, based on a julian date calendar.
123	Indicates the sequential number for this file.
Note:	This file contains a .mbr file.

Processes, Continued

PERSRU to PERSRU File, Continued

- After the file is placed in your SDASEND/TLCSEND (as applicable) directory, an export report is sent to your printer. We recommend keeping the export reports so that you may easily identify the .xim file that was created should you need to resend it.

- The Send Mail Message command then emails the file to HRSIC and the file is moved to your SDASENDARC/TLCSENDARC (as applicable) directory and is retained in that directory for at least 30 days.

- Once the file is received at HRSIC, it is renamed to show the sending site as 47400M and then forwarded to the gaining PERSRU's SDARECV/TLCRECV (as applicable) directory.

  NOTE: If the PERSRU to PERSRU file is not received by the gaining PERSRU, the sending PERSRU has the ability to either locate and email the file or recreate the file within 60 days from departure. The Recreate PERSRU to PERSRU is located in the Transfer Personnel Menu.

Reports

There are currently three pages of reports available in the Local Reports Menu. These reports were designed to meet the PERSRU's basic needs. Chapter 17 of this manual talks about the reports available in SDA II. If the PERSRU is requiring additional reports or variations of existing reports, contact a member of the SDA II maintenance team.

Processes, Continued

Updates

HRSIC sends out updates to your local database usually on a weekly basis, depending on polling cutoff and update cycles. Updates are normally created and sent out within two days on an update run. These files should show up in your SDARECV/TLCRECV (as appropriate) directory and are processed by completing a Database Update/Start of Day event from the System Administration Menu. Things to consider concerning Updates are:

- A typical update file will look like this:

  PPC20115S47400P97203145.XIM

PPC	Indicates the file originated from HRSIC
20115S	Indicates the destination SDA II site. In this case AIRSTA Cape Cod.
47400P	Indicates the sending site. Updates will always come from this site.
97	Indicates the file was built in 1997.
203	Indicates the file was built on July 22, based on a julian date calendar.
145	Indicates the sequential number of the update.

  Note: This file contains a .upd and a .unt file.

- User's are not prevented from completing work while an update is loading, however the data may not be current. It is good practice to run the update (HRSIC) during off hours.
- You should not have any other contexts open while running the update.
- For best results, you should not do an update on a workstation with a printer attached. The master workstation is recommended.
- The Database Update/Start of Day event should be run when you have files in your SDARECV/TLCRECV (as appropriate) directory.
- During the update process, a cleanup is done and the following files are deleted out the listed directories:

Processes, Continued

Updates,
continued

Directory	Files
SDASENDARC	All .xim, .upd and .mbr files over 31 days old.
SDASENDLOG	All log reports over 31 days old.
SDASENDREJ	This directory is not currently used.
SDARECV	All duplicate updates.
SDARECVLOG	All log reports over 31 days old.
SDARECVREJ	Generates a printed report of files you should take action on - no deletes.
SDARPT	All mbr.rpts, srb.rpts, mbr.del files.
SDATEMP	All files deleted.

- After the update process is complete, you must check the following files for errors.
  <sdarpt>mbr.rpts
  <sdarpt>unit-err.rpts

- If your local database is inconsistent with PMIS/JUMPS, you should request either an individual or complete download (as needed) by sending an e-mail to DOWNLOAD/HRSIC03 via Standard workstation II. Please ensure the following information is provided in the request: SSN Last Name and Rank of person requested (if applicable), reason for requested download and a POC. *Note – transaction history cannot be provided via a download from HRSIC.

Update
Troubleshooting

At times the update process may not complete successfully. There are many reasons for this, a few are explained below:

- You may not have the Explode.run file in your SDA-DEV directory. This will cause the update to error out during the XIM Explode routine.
- The .xim file you received may not be compressed and will not explode properly. Type or Edit the file. If you see machine language, the file is probably compressed. If you are able to read all the data or it contains a lot of asterisks, you must rename the file as a .upd and place in it in your SDATEMP directory and then rerun the update. If you are unsure of the procedures, contact a member of the SDA II maintenance team.
- One or more directories on your disk drive may be full.

Processes, Continued

Directory Cleanup

As discussed earlier in this guide, many of the directories used by SDA II are cleaned up during the database update procedure. Errors will occur during the Data Transmission and Database Update/Start of Day events if your directories are full or near full. You may choose to manually clean up the system directories or you may run the Directory Cleanup routine available in the System Administration Menu.

Security File Maintenance

The Security File Maintenance option, located in the System Administration Menu, allows you to provide or limit access to all of the actions in SDA II. Only users with the appropriate permissions can access and change permissions in the system. A password is required to access the Security File Maintenance option. The password is created on Screen 4 of 4 of Site File Maintenance. If a user has access to the Site File, they can have access to the Security File by changing the password. Within the Security List Lookup screen, the following rules apply:

- User logon ids may contain wildcards.
- An exclamation point (!) means NOT.
- User Login ids in a list must be separated by commas.
- Do not use spaces in a string (they will be taken literally).

The following is a list of access codes and explanations:

Access Code	Explanation
*	All users have access
joey123,jim566,etc.	Only users specified have access
!joey123,!jim566,*	All users, except the ones specified, have access
team*	Only users whose logon id begins with "team" have access
!*	No one has access. DO NOT use this for access to Security File Maintenance

---

Processes, Continued

Security File Maintenance, Continued

Take the following steps to update a security action:

- Use the up and down arrow keys to highlight the security action to be updated.
- Press <F1> or <GO> to update the selected action.
- Make the appropriate changes as outlined above.
- Pres <GO> to update the selected record.

Site File Maintenance

The Site File Maintenance options allows you to maintain information as it relates to a specific site. The following is a description of each field in the Site File:

```
                        (Screen 1 of 4)
            Field                    Explanation

            Site Name                Self Explanatory
            Address                  Self Explanatory
            Phone                    Self Explanatory
            District                 These fields are locked and can
            OPFAC                       only be changed by the SDAII
            Reporting Unit              Team.
            OPFAC Modifier           Not Used
            Site Code                Used for Creating Reserve DOCIDs
            Beginning Sequence       Used for Creating Reserve DOCIDs
            Ending Sequence          Used for Creating Reserve DOCIDs
            Agency Reg/Dist          Used for Creating Reserve DOCIDs
```

```
                        (Screen 2 of 4)
            Field                    Explanation

            ACO Name                 Populates CG-5131, Item 12a
            ACO Authority            Not Used
            Resp Officer Name        Not Used
            Officer Grade & Title    Not Used
            Signee Authority         Populates Dd-214, Item 22
```

Continued on next page

Processes, Continued

**Site File
Maintenance,
Continued**

(Screen 2 of 4, Continued)	
Field	Explanation
Identification Line	Used for Amend/Cancel Reserve Orders
Phone Number	Used for Amend/Cancel Reserve Orders
Update Display Meth	Changes Display Method
Amount Limitation	Not Used
Time Limit	Minutes to Invoke Time Out Routine
Recs to be Trans	# of Transactions per Transmittal
Import Report	Whether or not to Print Report
Del Files Older Than	Deletion Routine for Various Directories
Has Member Report	
for ____ been Checked?	Displays last HRSIC Update Processed

(Screen 3 of 4)	
Field	Explanation
Line 1	Self Explanatory
Line 2	Self Explanatory
Line 3	Self Explanatory
Line 4	Self Explanatory

(Screen 4 of 4)	
Field	Explanation
Security Password	Security File Maintenance Password
Verification	Retype Password for Verification

DAFIS Interface The DAFIS to LUFS interface is an accounting data reconciliation program
for all Reserve Active Duty orders created in SDA II. This program produces
a file (in the directory you specify) that should be run weekly and E-Mailed to
the ISC funds manager. The DAFIS to LUFS interface may be accessed
through the System Administration Menu.

Processes, Continued

Printer Assignment Maintenance

The Printer Assignment Maintenance option, located in the System Administration Menu, allows you to maintain each user's default printer assignments. Printer assignments are based on userid, job type, category and printer.

- **User ID**: A valid SDA II user as listed in User ID Administration.
- **Job Type**: There are one of five types - Form Print, Letter, Report, Screen Print and Trans Log.
- **Category:** Open field to be used to identify users and easily modify printer assignments.
- **Printer**: Designated default printer for a specific user.

The following is an example of how to modify a printer assignment:

UserID	Job Type	Category	Printer
James	FormPrint	Team1	[Canon1]
James	Letter	Team1	[Canon1]
James	Report	Team1	[Canon1]
James	Screen Print	Team1	[Canon1]
James	Trans Log	Team1	[Canon1]

Team 1's printer name changes from Canon1 to Laser1. Move your cursor to the first line for the UserID. Press <return>, the cursor moves to the Category field. Press <return>, cursor moves to the Printer field. Change printer name and press <GO>. You then will be prompted to "Assign the printer to all jobs in the category?". If you enter Y, all UserID's with the category selected will have their default printers changed.

To assign a printer to a new user without manually inserting five rows:

- Highlight an existing UserID and press Shift+F8. A prompt will appear asking to "Copy printer assignments form ____ to ____?" Enter the UserID of the new user to copy to.
- To delete a printer assignment: Highlight the desired assignment and press F10, then press Y and then <GO>. This will delete one line at a time. To delete all printer assignments, see UserID Administration later in this section.

Processes, Continued

Remarks Maintenance

The Remarks Maintenance option allows you to maintain the list of valid remarks for use with the Standard Travel Order (CG-5131). It also allows you to create additional remarks, specific to your site, for future retrieval. Use the following keys when updating the remarks:

- <F1> key to modify a remark.
- <F3> key to add a remark.
- <F10> key to delete a remark.

User ID Administration

The User ID Administration option allows you to maintain a list of valid SDA II user names, User IDs, and System passwords and is located in the System Administration Menu. To create or delete users you must be logged-on to SDA II with the "Admin" user. Press <F3>(Insert). You will be prompted to enter a User ID, User Name, Password and "Y" or "N" to indicate Review and Approval access. The following rules apply:

- User Ids should not contain spaces.
- User Names should reflect rank and last name.
- Passwords must be 6 characters long, begin with a letter, and contain 1 or more numbers and are case sensitive.
- Review and Approval passwords must not be the same as the User ID password and are case sensitive.

If you indicate "Y" for Can Review, an existing user with Review and Approval authority must enter their User ID and Review and Approval password. You will then be prompted to enter the new users Review and Approval password with verification. This is not the final step in granting review and approval authority, you must go into Security File Maintenance and enter the User ID as outlined in the Security File Maintenance procedures earlier in this section. If you desire to give all users access to Review and Approval you must follow the steps indicated above, however you should not add their userid in Security File Maintenance for "Update" capability, only "Access".

Processes, Continued

User ID Administration, Continued	There are two ways to change a User ID and Review and Approval password.

- The user must go into User ID Administration and change their own passwords themselves, OR
- The Admin user may completely delete the User ID and recreate it.

To delete a User ID, go into User ID Administration and highlight the desired User ID, press <F10>, press <Y> and <GO>. Once the User ID is deleted, the system will prompt you to delete the printer assignments for the deleted user.

Run Adhoc Routine	The Run Adhoc Routine is located in the System Administration Menu. This process executes an indicated adhoc that is located in your <sda-dev> directory.

Purge Transaction History	The Purge Transaction History option is located in the System Administration Menu. This process removes unnecessary transaction history from your database that is older than 6 or 12 months, as requested.

PURGE INSTRUCTIONS:

- **Benefits** - The space freed up from the purge will be reusable after an index rebuild is run.

  Note: Your database is 100mb and the purge routine deletes 1000 records. The 1000 records took up 20mb worth of space. After the purge, your database MAY still be 100mb of which 20 mb is unusable. After you reindex your database, the 20mb becomes useable, the 100mb database will not grow until the 20mb worth of disk space is reused. SO, if you had a 100mb database before the purge, chances are you will still have a 100mb database after the purge. Subsequent to the index rebuild, the database will be allowed to grow internally and not take up additional disk space. Disk fragmentation will be minimal until all reusable space is used. Many processes will run faster (i.e., transmittals, transmittal resets, Review and Approval, Transaction Review, IDT, ADT, etc..).

Processes, Continued

Purge Transaction History, Continued	• **Initial Run** - The purge process was tested on a standard workstation using a 180mb database consisting of 3600 members. The process ran for 39 hours. If your database is smaller, you service less members, and you run the process on the master, the purge will take less time to run (Activities Baltimore took 4 hours). The initial process must be run in single user mode. • **Subsequent Runs** - The process should be run every month. These subsequent runs will take considerably less time. Subsequent runs can be run at any workstation in multi user mode while other users are in the system. In this case, Steps 3 and 4 should be skipped.

Instructions - Read all instructions prior to running the procedure:

• **Step 1** - Insure you have set out enough time to run the initial purge. Starting on a Friday evening is best. Please, inform your IRM staff of what you are doing so they will halt maintenance of your Master until you are through. The process should be run at the master with all servers deinstalled. To deinstall all servers reboot the master and press Action/Finsish prior to the master loading the servers.
• **Step 2** - Backup the SDA II database using the BackupSDA user.
• **Step 3** - Deinstall the SDA II Progress Server at the Master Workstation:

> Progress Shutdown   <return>
> Database Name [vol]<sdaii-db>sdaii   <return>
> Server Name   Server Number   <go>

Note: Where vol = the volume (disk drive) where SDA II is installed. Where # = the server number, usually 3. If you are not sure, look in [sys]<sys>sysini.jcl for the following entry:

> Example 1: The server is Server3
>
> $run[sys]<dcl>ProServ.Run,[vol]<sda-db>sdaii,
> 8,,,144,72,2500,,,Server3,,,3000

Continued on next page

Processes, Continued

Purge Transaction History, Continued

Example 2: The server is the default server so the server name parameter is left blank.

$run[sys]<dlc>ProServ.Run,[vol]<sda-db>sdaii, 8,,,144,72,2500,,,,,,3000

You will receive a prompt, enter 2 (unconditional shutdown) and press <GO>.

- **Step 4** - Edit your SDAII parameter file [!sys]<sys>sdaii.pf.   You may need IRM support to edit this file.

A standard multi user mode parameter file:

    -p [vol]<sda-dev>menu/mainmnu.p
    -o [printerName]
    -e 63
    -l 63
    -yy   1930
    -TB 12
    -TM 16
    -db [vol]<sdaii-db>sdaii
    -S Server3
      Where PrinterName is any Canon laser printer connected to the
      cluster that is running SDA II. Change from -S Server3 to -1.
      This will allow you to connect as a single user. If the -S
      parameter is not in the file, you are probably connecting to the
      default server. In this case add -1.

A new single user mode parameter file:

    -p [vol]<sda-dev>menu/mainmnu.p
    -o [printerName]
    -e 63
    -l 63
    -yy   1930
    -TB 12
    -TM 16
    -db [vol]<sdaii-db>sdaii
    -1

PMIS/JUMPS Feedback Report, Continued

Delivery of PMIS/JUMPS Feedback Report

The following steps occur when a PMIS/JUMPS Feedback Report is created and delivered to the PERSRU:

Step	Event
1	The PERSRU submits transactions, via transmittals, to HRSIC prior to a polling cutoff cycle.
2	After the polling cycle cutoff, HRSIC will do an update to process the transactions in PMIS/JUMPS
3	The Update will create the PMIS/JUMPS Exception Report for the HRSIC PMIS auditors to analyze.
4	When the HRSIC PMIS auditor receives the PMIS/JUMPS Exception Report, he/she will analyze the reasons why the transaction that is appearing on the report did not process. If it is determined that the transaction is incorrect and has to be corrected/deleted, or another transaction has to be input to allow the transaction to process, the auditor will then give feedback to the PERSRU.
5	The HRSIC PMIS auditor will make every effort to provide phone feedback to the PERSRU prior to the next update cycle, to allow the PERSRU to correct the problem. **Note:** However, phone feedback will not be given if there are time constraints involved and workload permitting.
6	Once the PMIS/JUMPS Exception Report has been completed by the HRSIC PMIS auditor, a PMIS/JUMPS Feedback Report will be generated.
7	The PMIS/JUMPS Feedback Report is sent to each PERSRU via E-mail on the next polling cutoff date following an update. • **Example:** If a transmittal of transactions is polled, batched and input into an update cycle run of 15 February, any transactions rejecting in that 15 February update cycle will be reviewed by HRSIC (PMIS) during the next update cycle. On the polling cutoff date of the following update cycle (say the update cycle will run on 21 February), the transactions that rejected from the 15 February update cycle will appear on the PMIS/JUMPS Feedback Report that is generated and E-mailed on 20 February.

Continued on next page

PMIS/JUMPS Feedback Report, Continued

Delivery of PMIS/JUMPS Feedback Report, Continued	Step	Event
	7 (cont.)	• **Note:** The electronic downloaded PMIS/JUMPS Feedback Report will not be followed by a paper copy from HRSIC. A hard copy version of the report will only be sent (by fax) in cases where a PERSRU's Standard Workstation communication is down.

Note: PERSRUs that utilize the Coast Guard Standard Workstation to access the PMIS/JUMPS Online Inquiry have the ability to access an abbreviated version of the PMIS/JUMPS Feedback Report.

Description of fields on the PMIS/JUMPS Feedback Report

The following is a description of all the fields that are on the PMIS/JUMPS Feedback Report.

Field	Description
DATE	The date of the report is indicated in the upper left corner.
PERSRU	The District and Reporting Unit number of the PERSRU.
REPORT UNIT	The District, Unit OPFAC, and Reporting Unit number for where the member is assigned. **Note:** The member's current unit address is also provided.
PREP DATE	Date of the Personnel Actions Transmittal (PAT). This field will only be used to identify PATs that contained no rejected transactions.
EFF DATE	Effective date of the rejected transaction.
PAT NUM	Personnel Actions Transmittal number under which the document was submitted.
FORM/CODE	The document form ID and the action code utilized on Personnel Actions. The form IDs for PMIS/JUMPS are listed in Section 19-B of this manual.
SSN	Member's social security number as entered on the transaction.
NAME	Member's last name (first five characters) as entered on the transaction.

Section Overview

Introduction   The objective of this section is to provide general information related to starting, stopping or changing allotments and bonds on active duty members and those reservists on Extended Active Duty.

In this Section   The following topics will be discussed in this section:

Topic	See Page
Rules	20-A-2
References	20-A-2
Types of Allotments	20-A-3
Fast Path ID and Data Entry	20-A-4

General Allotment Information

Rules   PERSRUs are authorized to start, stop or change allotments and bonds as outlined in Chapter 7 of the CG Pay Manual. The following general rules apply:

- Individual allotments to type "H1", "I1", "L1", "O1", "S1", or "D1" are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company).
- Allotment starts and changes must process in PMIS/JUMPS prior to mid-month compute; e.g., an allotment start effective 1 March 1998 must process in PMIS/JUMPS prior to mid-month March 1998 compute cycle cut-off. Cycle cut-offs are published via e-mail ALPERSRU twice a year and reflected on the SDA II sign-on screen. Mid-month cut-offs generally fall around the 3rd of each month.
- Allotment stops must process in PMIS/JUMPS prior to the end-month compute of the following month; e.g., an allotment stop effective 30 April 1998 must process in PMIS/JUMPS prior to the May 1998 end-month compute cycle cut-off. End-month cut-offs generally fall around the 20th of each month.
- Allotment Starts, Stops, or Changes must not be submitted to PMIS/JUMPS more than two months in advance of desired action.
- Member must have enough projected pay to cover allotment amount. Consideration must be given when limited projected pay exists and member desires to stop an existing allotment in order to start another one.
- Member must not be liquidating advance pay and allowances.

References   Pay Manual, COMDTINST M7220.29 (series)
Personnel and Pay Procedures Manual, HRSICINST M1000.2A

Continued on next page

General Allotment Information, continued

Types of Allotments   All allotments fall into two general categories, Discretionary and Nondiscretionary. There are many different types of allotments within each category as outlined in the following tables:

Discretionary Allotments

Purpose Code(s)	Description
D1,D2, D3	Payment for support of dependent(s)
H1,H2, H3	Payment of home loan, mortgage or rent.
I1,I2, I3	Payment of premium for commercial insurance such as life, health, dental, vehicle, etc.
L1,L2, L3	Payment to a financial institution for an automobile loan, home improvement loan, etc.
M2, M3	Navy Mutual Aid insurance.
O1,O2, O3	Payment to any individual, vendor, or financial institution for any legal purpose not covered by any other code.
S2	Deposits to a financial institution, mutual fund company, or investment firm for the personal or joint account of the member.
X2	Payment of dues to a Coast Guard Association.

Non-discretionary Allotments

Purpose Code(s)	Description
B1	Purchase of U.S. Savings Bonds.
C2	Charitable contributions to the Combined Federal Campaign (CFC).
E1	Payment to the Veteran's Educational Assistance Program (VEAP).
F1	Payment to the Montgomery GI Bill (MGIB) Program.
L1,L2, L3	Payment of loans to CG Mutual Assistance or Morale Funds, Armed Forces Relief Societies, and the American Red Cross.
T1	Payment of indebtedness to the United States Government or a court appointed trustee under Chapter XIII of the bankruptcy act. T allotments are done at HRSIC only.

Notes:

- **Purpose codes D3, H3, I3, L3, M3 and O3 are Electronic Fund Transfer (EFT) allotments and are reflected in PMIS/JUMPS as D2, H2, I2, L2, M2 and O2.**

- **Individual allotments to type "H1", "I1", "L1", "O1", "S1", or "D1" are no longer allowed. All allotments must be sent by EFT or blanket payment (if there is a blanket code set up for that company.**

General Allotment Information, continued

Fast Path ID and Data Entry

Enter "mipaalot" for Fast Path ID or press " AJAA" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen should display:

```
              Start, Stop, Change Allotments or Bonds (Screen 1 of 1)
          060-00-0005                              SA        DALLAS, STEVE
Alt     Alt    Alt                  Monthly    Account Number/Bond    Effective       Tran
Num     Type   Action               Ded Amt    Owner/ Allotment Num   Date            Stat
002     X2     CURRENT              0005.00     005720158
001     C2     CURRENT              0002.00     005720158



```

The following is a list of fields on Screen 1 of 1 with their description:

Field	Description
Alt Num	Allotment number assigned by PMIS/JUMPS as reflected in the applicable segment and on member's LES. This field is not accessible and will be blank until the first download following successful processing in PMIS/JUMPS.
Alt Type	Allotment purpose code.
Alt Action	Indicates status of transaction. Either Start, Stop or Current. • Starts will change to Current during first download following successful processing in PMIS/JUMPS. • Stops will disappear during first download following successful processing in PMIS/JUMPS. • Current should reflect all allotments currently running as listed in PMIS/JUMPS.
Monthly Ded Amt	Amount deducted monthly.
Account Number/Bond Owner/ Allotment Num	Self explanatory.
Effective Date	Effective date of Start or Stop actions.
Tran Stat	Transaction status. Will either be "I" for incomplete, "C" for complete, " A" for approved or "T" for transmitted.

Section Overview

Introduction   The objective of this section is to provide detailed instructions for starting, bond allotments and for stopping bonds or individual allotments. This section applies to active duty members and those reservists on Extended Active Duty.

In this Section   The following types of allotments will be discussed in this section:

Type	Description	Page Number
B1	Purchase of U.S. Savings Bonds	20-B-3
D1	Payment for support of dependent(s) (stop action)	20-B-6
H1	Payment of home loan, mortgage or rent	20-B-7
I1	Payment of premium for commercial insurance such as life, health, dental, vehicle, etc.	20-B-8
L1	Payment to a financial institution for an automobile loan, home improvement loan, loans to CG Mutual Assistance or Morale Funds, Armed Forces Relief Societies, the American Red Cross, etc.	20-B-9
O1	Payment to any individual, vendor, or financial institution for any legal purpose not covered by any other code	20-B-10

Individual Allotments

Purpose   Individual Allotments are disbursed as a single check payment to an individual, financial institution, vendor, insurance company, etc., as long as the allotment is for a legal purpose. EFT payments for allotments are mandatory. After 1 August 1998, HRSIC will identify individual allotments not going by EFT and instruct PERSRUs to close the allotments after notifying members.

Detailed instructions for the following items are discussed on the page indicated:

Item	See Page
How to Prepare Bond Allotment Starts	20-B-3
How to Prepare Bond Allotment Stops	20-B-5
How to Prepare Dependent Allotment Stops	20-B-6
How to Prepare Home Loan Allotment Stops	20-B-7
How to Prepare Commercial Life Insurance Allotment Stops	20-B-8
How to Prepare Loan Repayment Allotment Stops	20-B-9
How to Prepare Individual Allotment Stops	20-B-10

Individual Allotments, continued

How to Prepare Bond Allotment Stops

Bond Allotment stops:

Highlight the "Current" Bond allotment you desire to stop in the "Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter "stop" in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Bond Allotment with an Alt Action of "Current". If a Bond Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a "Current" status, contact a member of HRSICs SDA II maintenance team.

```
              Stop Bond Allotment (Screen 1 of 1)
     060-00-0005                SA          DALLAS, STEVE
                     Effective Date: _____
                  Monthly Deduction: 0050.00
                 Last Deduction Date: _____
                   Allotment Number: 002
```

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member's LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Individual Allotments, continued

How to Prepare Home Loan Allotment Stops

Home Loan Allotment stops:

Highlight the "Current" Home Loan allotment you desire to stop in the "Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter "stop" in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Home Loan Allotment with an Alt Action of "Current". If a Home Loan Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a "Current" status, contact a member of HRSICs SDA II maintenance team.

```
          Stop Home Loan Allotment (not to blanket payee) (Screen 1 of 1)
   060-00-0005                      SA              DALLAS, STEVE
                           Effective Date:  _____

                        Monthly Deduction:  0450.00
                       Last Deduction Date:  _____
                         Allotment Number:  002
```

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member's LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Individual Allotments, continued

How to Prepare Commercial Life Insurance Allotment Stops

Commercial Life Insurance Allotment stops:

Highlight the "Current" Commercial Life Insurance allotment you desire to stop in the "Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter "stop" in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Commercial Life Insurance Allotment with an Alt Action of "Current". If a Commercial Life Insurance Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a "Current" status, contact a member of HRSICs SDA II maintenance team.

Stop Commercial Life Insurance Allotment (not to blanket payee) (Screen 1 of 1)
060-00-0005   SA   DALLAS, STEVE
Effective Date: _____
Monthly Deduction: 0010.00
Last Deduction Date: _____
Allotment Number: 002

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member's LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Individual Allotments, continued

How to Prepare Loan Repayment Allotment Stops

Loan Repayment Allotment stops:

Highlight the "Current" Loan Repayment allotment you desire to stop in the "Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter "stop" in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop a Loan Repayment Allotment with an Alt Action of "Current". If a Loan Repayment Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a "Current" status, contact a member of HRSICs SDA II maintenance team.

```
      Stop Loan Repayment Allotment (not to blanket payee) (Screen 1 of 1)
      060-00-0005                    SA              DALLAS, STEVE
                              Effective Date:  _____

                           Monthly Deduction:  0100.00
                        Last Deduction Date:  _____
                           Allotment Number:  002
```

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member's LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Individual Allotments, continued

How to Prepare Individual Allotment Stops

Individual Allotment stops:

Highlight the "Current" Individual (O1) allotment you desire to stop in the "Start, Stop, Change Allotments or Bonds (Screen 1 of 1), press <GO> or <F1>, enter "stop" in the Alt Action field, then press <GO> or <F1>. The following screen should appear:

Note: You may only stop an Individual (O1) Allotment with an Alt Action of "Current". If an Individual Allotment exists in PMIS/JUMPS but does not appear on the scroller screen with a "Current" status, contact a member of HRSICs SDA II maintenance team.

Stop Individual Allotment (Screen 1 of 1)
060-00-0005   SA   DALLAS, STEVE
Effective Date: _____
Monthly Deduction: 0100.00
Last Deduction Date: _____
Allotment Number: 002

Begin filling in the fields as follows:

Field	Action
Effective Date	Enter the effective date of the transaction. Usually the date the member signed the allotment worksheet or date indicated to start particular action.
Monthly Deduction Amount	This amount is pre-filled and non-editable.
Last Deduction Date	Enter Year and Month of last deduction (e.g., stops for April 1998 would be entered as 9804).
Allotment Number	Pre-filled. Should correspond to the entry on member's LES.

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>.

Education Allotments, Continued

How to Prepare Education Allotment Starts, Stops and Changes	VEAP (E1) Allotment starts, stops and changes are only completed by HRSIC (MAS) upon an individuals request. Requests may be submitted by electronic mail to MAS-T5/HRSIC07. MGIB (F1) Allotment starts and stops may only be completed by HRSIC (dc), CG TRACEN Cape May (recruit PERSRU), RTC Yorktown (PERSRU) and NOAA (PERSRU). (opens segment 63 in PMIS/JUMPS)
Fast Path ID and Data Entry for MGIB Allotments	A Fast Path ID does not exist for the MGIB Allotment transaction. The transaction is located in the "Member Initiated Pay Actions Menu" accessed by pressing "AJAB" from the Main Menu Screen in SDA II. The following screen should display upon selecting the MGIB transaction by pressing <GO> or <F1>: **Note: You may only start MGIB allotments. If a change or stop is needed due to incorrect data, contact HRSIC(dc).**

Montgomery GI Bill Allotments (Screen 1 of 1)				
		Effective	First	Trans
SSN	Name	Date	Deduct	Status

Education Allotments, Continued

Fast Path ID and Data Entry for MGIB Allotments, continued

Press <F3> to insert a social security number. The following screen should appear:

```
┌─────────────────────────────────────────────────────────────────────────┐
│                 Montgomery GI Bill Allotments (Screen 1 of 1)             │
│                          Kicker  Kicker  Effective      First         Tran│
│    SSN          Name     Elig    Rating  Date           Deduct        Stat│
│                                                                           │
│                                                                           │
│    _____                             _____      _____            │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Begin filling in the fields as follows:

Field	Action
SSN	Enter the member's social security number or press <F2> for a listing of SSNs in the database. Press <TAB> or <Return>.
Kicker Eligibility	This field can only be input by Cape May. If "W", then an allotment for MGIB must be started.
Kicker Rating	This field can only be input by Cape May. If Kicker Eligibility is "W", then Kicker Rating must be entered with a valid rating. If "blank", then Kicker Rating must be "blank".
Effective Date	Enter effective date of MGIB election.
First Deduct	Enter Year and Month of first deduction (e.g., starts for April 1998 would be entered as 9804 and need to be submitted prior to the mid-month April 1998 compute cycle cut-off).

Once you have entered the information on this screen, press <GO> or <F1>. You will be returned to the MGIB Allotment scroller and should see the allotment listed with a Tran Stat code of "C" for Complete. If you do not see all allotments listed, press <F5>. Press <F9> to return to the previous menu or <SHIFT+F9> to return to the main menu.

Chapter Overview

Introduction The objective of this chapter is to establish requirements for reviewing leave and earnings statements and to assist in the verification process.

In this chapter The following events will be discussed in this chapter.

Section	Event	See Page
A	Review and Validation	21-A-1
B	Leave Errors on the LES	21-B-1
C	Explanation of Complex Areas of the LES	21-C-1

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to understand the review and validation of the LES.

In this Section   The following topics will be discussed in this section:

Topic	See Page
Purpose	21-A-2
Monthly Validation	21-A-2
Audit of LES Upon Transfer	21-A-3

Review and Validation

Purpose	The Review and Validation of the Leave and Earnings Statement is conducted as a cross check to determine if information submitted via the PERSRU is correct with respect to the related entries on the LES.
Monthly Validation	The PERSRU shall verify correct posting of documents input to PMIS/JUMPS by reviewing each member's monthly Leave and Earnings Statement (LES). The review shall consist of matching each document submitted (between the last end-month compute cycle cut-off and the current end-month compute cycle cutoff) with related Entitlement, Deduction, and remarks entries on the LES.

If	Then
All documents input during the month have correctly posted to the LES	The entry "Posting Verified Correct" shall be made on the LES and shall be initialed and dated.
One or more documents have not correctly posted to the LES	Conduct research to determine why: • See if document is on the current PMIS/JUMPS Feedback Report. • Research the Recents file and Segments. • Contact HRSIC (MAS) if these attempts fail. • Enter on the LES "Posting Verified Correct Except _____" with date and initials when cause has been determined. • Track un-posted documents on next month's LES.
A member's LES is missing	Take the following action: • Review the Reporting Endorsement on Orders to ensure that the OPFAC and Cost Center Code are correct for the member. • Contact member's prior unit if member is new, to see if it was forwarded there. • Send an E-mail request to HRSIC (MAS) for a replacement copy if it's not found.
An entire unit's LES's are not received	Contact HRSIC (MAS).

Review and Validation, Continued

Audit of LES When a new member reports aboard, the PERSRU shall:
Upon Transfer

- Audit the member's first LES at the new duty station and input appropriate documents to stop/start necessary entitlements.
- The entry "Audit of LES Completed" shall be made on the LES with the entry dated and initialed.

Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the users at the PERSRU to determine leave errors on the LES.

In this Section   The following topics will be discussed in this section:

Topic	See Page
Purpose	21-B-2
Requests for Audits	21-B-2
HRSIC Action	21-B-2
Leave Audit Requests	21-B-2
Return of Requests	21-B-2

Leave Errors on the LES

Purpose   This section denotes procedures if errors in a member's leave balance are discovered during a monthly LES review.

Requests for   HRSIC (mas) will perform leave audits for discrepancies involving periods
Audits   over three days. Requests should be researched by the PERSRU to ensure that the request involves a clear period of leave charged but not taken, or clear discontinuity in the balance shown on the LES.

HRSIC Action   HRSIC will take the following action upon receipt of inquiries from PERSRUs.

If	Then
Member's LES, leave segments (62 & 72), SOI segment (70), and current PMIS documents balance	No further action will be taken.
Member's LES, leave segments (62 & 70), SOI segment (70), and current PMIS documents do not balance	A leave audit will be performed consisting of documents processed during the current and prior fiscal year.

Section Overview

Introduction   The objective of this section is to provide a concise, job aid for the more technical areas on the LES.

In this Section   The following topics will be discussed in this section:

Explanation of Complex Areas on the LES

Purpose   The use of this section is to familiarize the user at a PERSRU with some of
the trouble spots involved with an LES and show methods of resolution.

Computation of   The LES reflects all pay and allowances credited to the member for the period
Rates of Pay in covered by the LES. Rates of pay and allowances are provided in the Coast Guard
Items 25 and 27 Pay Manual, COMDTINST M7220.29 (series).
of the LES

The following pay and allowances are based on a 30 day month:
- Basic Pay
- Officer Basic Allowance for Subsistence
- Basic Allowance for Housing
- Family Separation Housing
- Clothing Maintenance Allowance
- Personal Money Allowance
- Hardship Duty Pay-Location
- Career Sea Pay
- Career Sea Pay Premium
- Responsibility Pay
- Diving Pay
- Special Duty Assignment Pay
- Aviation Career Incentive Pay
- Flight Pay

The following rules apply to pay and allowances which are based on a 30 day month:

Item	Rule	Exception
1	No payment is made for the 31st day of the month	When members serve less than 30 days of active duty. Pay is computed on the actual number of days served (including the 31st day of the month).
2	When a member serves only a portion of a month, pay for that month will be computed at a daily rate of one-thirtieth of the monthly rate.	
3	When service begins during a 31 day month and continues through the end of the month, pay will be credited through the 30th day	As provided in Item 1 listed above.

Continued on next page

Explanation of Complex Areas on the LES, Continued

Computation of Rates of Pay in Items 25 and 27 of the LES, Continued

The LES reflects all pay and allowances credited to the member for the period covered by the LES. Rates of pay and allowances are provided in the Coast Guard Pay Manual, COMDTINST M7220.29 (series), continued:

Item	Rule	Exception
4	When service begins on the 31st day of the month, pay will not be credited for that day.	As provided in Item 1 listed above.
5	Pay is deducted when an enlisted member is on an unauthorized absence or other nonpay status. One thirtieth of one month's pay will be deducted for each day of absence in a nonpay status. No pay is lost for unauthorized absence on the 31st day of the month.	• When it is the first day of absence. • When the member was credited with pay for the 31st day as stated in Item 1.
6	Any member who enters active service during February and serves at least 30 consecutive days active duty, is entitled to 1 months pay, less the number of days expired before entry on active duty.	

The following table illustrates how pay will be computed for members serving at least 30 consecutive days which begin or end in February:

Period Served in Feb		Number of Days Pay
1-28	(28-day month)	30
1-28	(29-day month)	28
1-29	(29-day month)	30
28th	(28-day month)	3
29th	(29-day month)	2
21-28	(28-day month)	10
21-29	(29-day month)	10

Explanation of Complex Areas on the LES, Continued

Saved Leave Balance (SLB) Statement in Remarks Block

Members on Active Duty on 31 August 1976 will have a SLB statement in the remarks block of the LES.

Under 37 USC 501, Public Law 94-361, effective 1 September 1976 leave accrued and later sold would be paid based solely on a member's basic pay.

The following table gives related information as it occurs in date order.

Date	Saved Leave Balance Effect
31 August 1976	A member's accrued leave balance as of this date became the Saved Leave Balance (SLB) to which the "Saved Leave" provisions apply. • Saved Leave Balance cannot exceed 60 days. • Saved Leave Balance is subject to reduction when leave is taken or sold, and once reduced cannot be restored. • Saved Leave Balance can never be greater than a member's regular leave balance.
Prior to 1 September 1976	Leave accrued prior to this date could be sold based on Basic Pay, plus standard rates for housing and subsistence. Leave accrued on or after this date can be sold based solely on Basic Pay. SLB is "grandfathered", and can be sold based on the pre-1 September 1976 rules.
After 1 September 1976	Following each period of leave taken, or when leave is sold, SLB must be recalculated. To determine if there has been a change in SLB, the following steps must be taken: ▪ Determine the regular leave balance at the end of the month <u>prior</u> to the month in which leave was taken or sold. ▪ Add the number of days that were earned <u>through the day of return from leave/date leave sold.</u> ▪ Subtract the number of days leave taken sold. ▪ If the resulting leave balance is equal to or greater than SLB, SLB remains unchanged. If the resulting leave balance is less than SLB, then SLB is reduced to the newly calculated balance.

Continued on next page

Explanation of Complex Areas on the LES, Continued

Accrual of Leave in Excess of 60 Days

(Items 11 and 16 of the LES)

Members assigned to certain types of duty may carry forward up to 90 days of accrued leave into a new fiscal year provided the duty meets the criteria set forth in Article 7-A-15 of the CG Personnel Manual, COMDTINST M1000.6 (series). All such leave in excess of 60 days must be used by the end of the third year following the fiscal year in which the authorizing duty occurred.

Unit commanding officers shall notify HRSIC (mas) at the end of each fiscal year of those members that they believe qualify for accumulation of leave in excess of 60 days. HRSIC (mas) will verify each member's entitlement, and make appropriate adjustments. These adjustments will not be made until after the December end-month compute cycle, and will be reflected on the January LES of qualifying members.

Any member identified by the unit commanding officer who does not qualify for leave carry over under the established criteria will be notified by HRSIC (mas) in writing (either letter, message, or email as appropriate).

Sold leave in Items 14 and 17 of the LES

Effects of sold leave are as follows:

- Item 14 will show leave sold this pay period.
- Item 17 will show the cumulative amount of leave sold during the member's career.
- The maximum amount of leave sold on or after 9 February 1976 is 60 days.
- PERSRUs must verify that leave sold is properly recorded in PMIS/JUMPS and reflected in Item 17 of the LES. If the PERSRU discovers an error in Item 17, they shall notify HRSIC (MAS).

Excess Leave (Items 11 and 12 of the LES)

Specific instructions on computation and checkage of excess leave are contained in Section 2-I, Coast Guard Pay Manual, COMDTINST M7220.29 (series). Items 11, 12 and the Remarks block will indicate when a member enters an excess leave status.

When excess leave situations occur and are not properly reflected on the LES, the PERSRU shall notify HRSIC (MAS) via E-Mail.

Explanation of Complex Areas on the LES, Continued

Reserve Leave

The PMIS/JUMPS system will accrue leave for reserve members while performing active duty with pay for 30 consecutive days or more until there has been a break in the continuous active duty period (e.g., performs a day of IDT, appropriate duty, active duty without pay, or no duty).

The following illustrates various types of Reserve Leave and its effect on the LES.

If	Then
Reserve members earn leave when performing active duty with pay for a period of 30 consecutive days or more	Their leave is accounted for in items 11 through 17 of the LES.
The member is entitled to lump sum leave upon break in continuous active duty with pay	The PERSRU shall submit Action Code R975. The system allows 30 days for the member's PERSRU to indicate leave sold on Action Code R 975 and will zero out the leave balance if a R 975 is not submitted. **Note:** If, at the end of an ADT period, the member continues on ADT with no break in active service (ie, "back-to-back" orders), leave may be carried forward or sold at the member's option. Should sale be elected, leave may be sold in half-day increments up to the member's leave balance at the time of entitlement.
Leave errors are detected on a reserve member's LES	Errors shall be handled the same way as for active duty members. Refer back to the section on leave errors in this chapter.

Explanation of Complex Areas on the LES, Continued

Leave Nonaccrual

(Items 11 and 12, and Remarks Block of the LES)

A member does not earn (accrue) leave under the following circumstances:

- Unauthorized absence (more than 24 hours).
- Custody by civil authorities.
- Sickness due to misconduct.
- Confinement adjudged by a court-martial.
- Excess leave.
- Leave without pay.
- Indefinite leave granted personnel awaiting appellate review of courts-martial.
- Active duty of less than 30 days.

General Leave Non-accrual Rules

The following are general rules for computing leave non-accrual:

- No more than 2.5 days leave accrual can be deducted for any full calendar month.

- For partial calendar months, the number of days of non-accrual may not exceed the number of days that could have been accrued during that period.

- The number of days of leave non-accrual will be computed on a day-for-day, month-for-month basis, including the 31st day of a 31-day month and counting February as 28 days (29 in a leap year). See examples on the following pages.

- Any group of consecutive days that occur in one month will be treated as a single period. Any groups of consecutive days that occur in one month will be considered separate periods when determining the amount of leave non-accrual (not to exceed 2.5 days per month). See examples on the following pages.

- Per the provisions of Chapter 7 of the CG Personnel Manual, COMDTINST M1000.6 (series), leave non-accrual is considered deductible time for which pay and allowances will be forfeited. HRSIC (mas) will take the necessary actions to debit a member's account for non-accrued time as soon as it is identified. Debits for leave non-accrual are to be made at the rates that were in effect during the last good leave period(s) in the member's record. Note: Leave non-accrual debits are always manually computed since the last good leave period(s) is(are) often "out of range" (ie, more than three months in the past).

Continued on next page

Explanation of Complex Areas on the LES, Continued

Computation of Leave Non-accrual for Periods Within the Same Month

The following tables provide three scenarios involving leave non-accrual periods within a single month.

Scenario #1:

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89May01 - 89May02	2 Days	0.5 Day
89May04 - 89May10	7 Days	0.5 Day
89May12 - 89May24	13 Days	1.0 Day
Total	22 Days	2.0 Days

Note: Member could accrue only 1.0 day of leave from 5/1 through 5/10 and a total of 2.0 days up to 5/24.

Scenario #2:

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89May04 - 89May10	7 Days	1.0 Day
89May15 - 89May27	13 Days	1.5 Days
Total	20 Days	2.5 Days

Note: Member has lost all leave accrual as the periods of non-accrual covered periods that could have earned leave during the month.

Continued on next page

Explanation of Complex Areas on the LES, Continued

Computation of Leave Non-accrual
For Periods Within the Same Month,(Continued)

Scenario #3:

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89May01 - 89May02	2 Days	0.5 Day
89May15 - 89May20	6 Days	0.5 Day
89May25 - 89May31	7 Days	1.0 Day
Total	15 Days	2.0 Days

Note: This is different from scenario 1 as the total days are less, but leave days non-accrued are the same based on the periods of leave covered.

Computation of Leave Non-accrual when Period Bridges Two Months

When the leave non-accrual period bridges two months, the leave forfeited for each month is calculated separately. Two scenarios are presented below.

Scenario #1: Member in non-accrual status 89Feb27 - 89Mar02

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89Feb27 - 89Feb28	2 Days	0.5 Day
89Mar01 - 89Mar02	2 Days	0.5 Day
Total	4 Days	1.0 Day

Continued on next page

Explanation of Complex Areas on the LES, Continued

**Computation of Leave Non-accrual when
Period Bridges Two Months (Continued):**

Scenario #2: Member in non-accrual status 89Jul11 - 89Aug02

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89Jul11 - 89Jul31	21 Days	2.0 Days
89Aug01 - 89Aug02	2.0 Days	0.5 Day
Total	23 Days	2.5 Days

Note: Deductible days are counted day-for-day based on the calendar month.

Computation of Leave Non-accrual When the Period Extends More Than Two Months

Two and one half days leave will be forfeited for each whole calendar month involved. Days in the beginning and ending months will be treated as a period bridging two months. The following three scenarios represent leave non-accrual for periods extending more than two months.

Scenario #1: Member in non-accrual status 89Feb26 - 89May02

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89Feb26 - 89Feb28	3 Days	0.5 Day
89Mar01 - 89Mar31	31 Days	2.5 Days
89Apr01 - 89Apr30	30 Days	2.5 Days
89May01 - 89May02	2 Days	0.5 Days
Total	66 Days	6.0 Days

Explanation of Complex Areas on the LES, Continued

Computation of Leave Non-Accrual
When the Period Extends More Than
Two Months, (Continued)

Scenario #2: Member in non-accrual status 89Jan18 - 89Mar31

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89Jan18 - 89Jan31	14 Days	1.5 Days
89Feb01 - 89Feb28	28 Days	2.5 Days
89Mar01 - 89Mar31	31 Days	2.5 Days
Total	73 Days	6.5 Days

Scenario #3: Member in non-accrual status 89Jul27 - 89Sep13

Period Subject to Non-Accrual	No. of Days in Period	No. of Days Non-Accrual
89Jul27 - 89Jul31	5 Days	0.5 Day
89Aug01 - 89Aug31	31 Days	2.5 Days
89Sep01 -89Sep13	13 Days	1.5 Days
Total	49 Days	4.5 Days

Explanation of Complex Areas on the LES, Continued

Effect of Leave Non-Accrual on Pay & Allowances   The following two scenarios illustrate the effect of leave non-accrual on pay and allowances.

Scenario #1

Leave Dates	No. of Days of Non-Accrual
97Feb15 – 97Feb19 (5 days annual leave)	None
97Jun20 (1 day excess leave)	0.5 non-accrued

Note: Since leave non-accrual is time for which pay and allowances are not due nor payable, HRSIC (mas) would in the above scenario debit one-half day of the pay and allowances to which the member was otherwise entitled on 97Feb19, the last good leave period in the member's record. HRSIC (mas) generates debits based on a report of leave non-accrual that is run with each end-month compute cycle. Members who have non-accrued time for any reason (excess leave, etc.) can expect to see their pay debited for the non-accrued period(s) in the month immediately following the month in which the non-accrued time posted to their LES.

Scenario #2

Leave Dates	No. of Days of Non-Accrual
97Mar31 – 97Apr01 (2 days annual leave)	None
97Apr05 (1 day excess leave)	0.5 non-accrued
97Apr12 – 97Apr18 (7 days excess leave)	1.0 non-accrued

Note: In this scenario HRSIC (mas) would debit one-half day of the pay and allowances to which the member was otherwise entitled on 97Apr01 for the non-accrual chargeable for the 1 day of excess leave on 97Apr05 and one-half day of the pay and allowances to which the member was otherwise entitled on both 97mar31 and 97Apr01 for the non-accrual chargeable for the 7 days of excess leave on 97Apr12-97Apr18. Note that the member would only be debited on 97Mar31 in this scenario for daily rate items such as Leave Rations as he/she had no entitlement to monthly rate items (Basic Pay, BAH, etc.) on that date.

Explanation of Complex Areas on the LES, Continued

SLB Reduction Example

The following are examples of how Saved Leave Balance is reduced and the end result as posted on the LES.

On 31 August 1976, member's leave balance was 50 days. All 50 days became SLB. August 1976 end-month LES would show BALANCE EOM 50.0, SAV LV BAL 50.0

On 23 May 1977, the member returned from 20 days leave. At this time, the member had a 72 day leave balance prior to charging the 20 days leave. Subtracting the 20 days leave reduced the leave balance to 52 days. Since this 52 day leave balance exceeded the 50 day SLB balance, no SLB reduction resulted. May 1977 end-month LES would show BALANCE EOM 52.5, SAV LV BAL 50.0.

On 30 August 1977, the member returned from 13 days leave. Leave balance prior to charging leave was 60 days. Subtracting the 13 days leave taken reduced the leave balance to 47 days. Since this 47 day leave balance was less than the 50 day SLB balance, SLB was reduced from 50 to 47 days. August 1977 end-month LES would show BALANCE EOM 47.0, SAV LV BAL 47.0

On 5 October 1977, the member returned from 10 days leave. Subtracting this 10 days leave from a leave balance of 50.0 equals 40.0 October 1977 end-month LES would show BALANCE EOM 42.0, SAV LV BAL 40.0

On 11 January 1978, the member reenlisted and wanted to sell 10 days leave. The member should be advised that sale of 10 days leave would result in an SLB reduction. This is because on 11 January 1978, the member has a total leave balance of 48.0, composed of 40 days SLB and 8 days non-SLB. If the member does not want to reduce the SLB balance, he/she should sell no more than 8 days leave. Should the member at this point elect to sell 8 days non-SLB leave, his/her remaining lump sum leave entitlement will be: 52 days total leave, of witch 40 days are worth the higher SLB rate.

Subject	Page

Continued on next page

Subject	Page

Subject	Page

D (cont.)

E

F

H

Subject	Page

Subject **Page**

R (cont.)

S

Subject	Page

U

V

W